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## ABSTRACT

This participant workbook instructs financial aid personnel in the use of the EDEExpress System as it relates to direct student loans. The first session discusses common origination and disbursement of direct loans. The second session considers new loans, and session 3 covers disbursements. Session 4 discusses exporting and importing data, and session 5 deals with data management. Session 6 is a wrap-up. Eight appendixes deal with particular aspects of EDEExpress and presents some tools and lists of resources. A glossary is included. (SLD)

ED 480 582

## **2003-2004 EDExpress Training**

# **Direct Loan**

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## **Participant Workbook**

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**April 2003**

160092011



***2003-2004 EDEExpress Direct Loan Training  
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Glossary

**Welcome**

**2003-2004 EDExpress  
Direct Loan Training**



## ***Trainer's Information***

Write down the names and contact information for today's trainers.

### **Trainer 1**

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### **Trainer 2**

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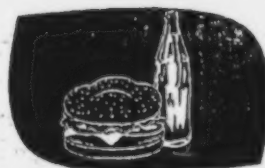
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### **Logistics**

- Restrooms
- Phones
- Food and drink policy
- Emergencies
- When and where to eat lunch



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### **Restaurant Locations**

Write down the restaurants you can go to for lunch.

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**Ask-It Basket**



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**Ask-It Basket**

Use sticky notes at any time to write and post questions about the topics covered. The instructors will address questions after each break throughout the day.

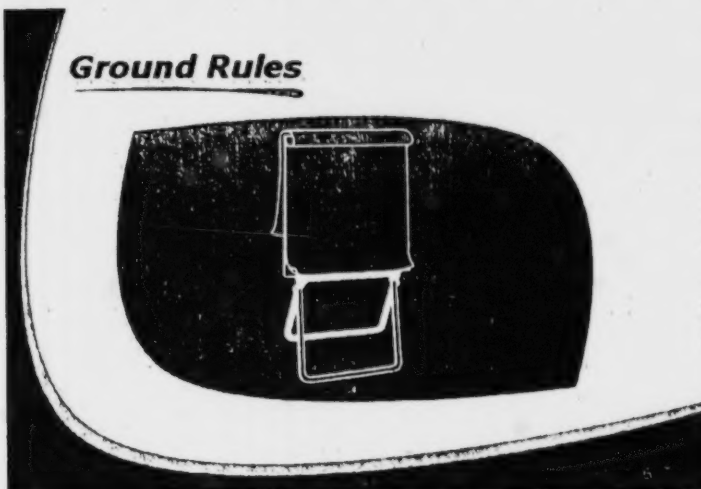
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**Ground Rules**



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**Ground Rules**

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### **Agenda**

- Common Origination and Disbursement
- New Loans
- Disbursements
- Exports and Imports
- Data Management
- Wrap-up

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### **Agenda**

**Common Origination and Disbursement**—Review the COD process as it relates to Direct Loans and identify changes to EDEExpress Direct Loan Setup.

**New Loans**—Evaluate how changes brought about by COD impact the use of the Direct Loan module in EDEExpress to originate loans and manage MPNs.

**Disbursements**—Analyze the impact of changes to the disbursement process on an institution's business practices.

**Exports and Imports**—Analyze the impact of the new processes of exporting and importing Direct Loan data on an institution's business practices.

**Data Management**—Use reports provided in EDEExpress and by COD to accurately track and manage Direct Loan data.

**Wrap-Up**—Apply knowledge gained throughout the day to create an institutional process flow.

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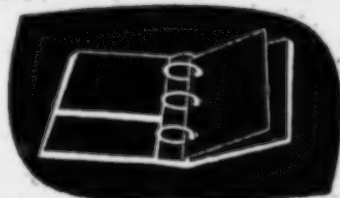
4196 11/04 1400 750



## **Materials**

### ▪ Participant Workbook includes:

- Table of Contents
- Key Terms
- Resources
- Slides
- Exercises
- Glossary
- Appendices




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## **Icons Used in the Materials**



Instructor Demonstration—The instructor will be performing a software demonstration



Small group activity—You and your new friends working together to solve a problem



Software Activity—An exercise you will perform using EDEExpress software



Individual activity—Usually a Q and A worksheet you will complete to review a lesson



Notes—Information to consider about a specific topic



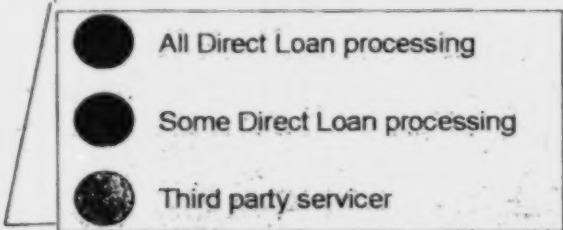
Tip—A helpful hint about how to use EDEExpress to process your Pell Grant data more efficiently and accurately or a comment on the Pell Grant program itself



Resources—Additional information pertaining to the specific session/lesson

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## Introductions

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- All Direct Loan processing
  - Some Direct Loan processing
  - ◐ Third party servicer

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## **Introductions**

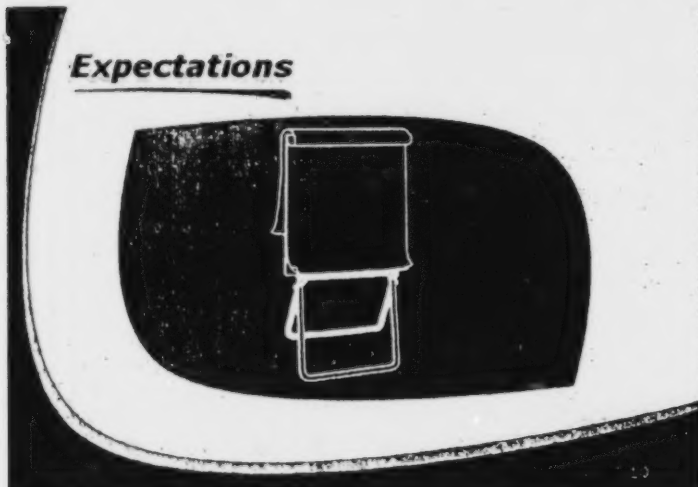
Use this session as an opportunity to network and meet others from schools with similar Direct Loan processing methods.

Double check the colored dot on your name tent, which represents your role in processing Direct Loans at your school. When instructed, form a small discussion group with the other participants who have a similar loan process.

Your task in this activity is to:

- Introduce yourself to the group.
- Briefly describe how your school currently processes Direct Loans.
- Identify for your group two or three things you expect to learn today.
- Identify a spokesperson to report your group's list of expectations to the rest of the class.

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**Expectations**

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**Expectations**

Write down what you expect to learn during today's training.

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## Business Practices Impact

Review the following major changes pertaining to 2003-2004 Direct Loan processing and assess what impact, if any, these changes will have on your school's current business practices. Consider changes in work flow, staff responsibilities, and action items such as updating your Policy and Procedures Manual.

| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                      | Impact to Current Business Practices |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1       | <b>EDEExpress users become Full Participants</b> in the Common Origination and Disbursement (COD) Process and must notify COD and receive Entity ID: <ul style="list-style-type: none"> <li>Contact the COD Schools Relations Center at:<br/>1-800-848-0978 (Direct Loan)</li> <li>Or email: <a href="mailto:CODSupport@acs-inc.com">CODSupport@acs-inc.com</a></li> </ul>                                  |                                      |
| 1       | <b>Change in terminology</b> pertaining to XML data: <ul style="list-style-type: none"> <li>Batches are now Documents</li> <li>Acknowledgements are now Responses</li> <li>Originations are now Edit Only data</li> <li>Anticipated disbursements are now Edit Only disbursements (DRI = false)</li> <li>Actual disbursements are now represented by Disbursement Release Indicator (DRI) = true</li> </ul> |                                      |
| 1       | EDEExpress compiles student award data in a <b>Common Record</b> (in XML format) upon export; external imports and exports remain in fixed length ASCII file formats.                                                                                                                                                                                                                                       |                                      |
| 1       | Use your <b>Routing Number</b> to submit COD records, which includes: <ul style="list-style-type: none"> <li>Source Entity ID</li> <li>Destination Entity ID</li> <li>Reporting School Entity ID</li> <li>Attended School Entity ID</li> </ul> Must add new IDs to new fields in DL Setup, communicate to staff, etc.                                                                                       | BEST COPY AVAILABLE                  |

## Welcome

| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Impact to Current Business Practices |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 2       | <p>New <b>PLUS MPN</b> and PLUS Disclosure Statement.</p> <p><i>Important issues to consider:</i></p> <ul style="list-style-type: none"> <li>• Loan Amount Requested field removed from the loan record and the promissory note</li> <li>• EDEExpress will not assume an MPN exists ("T")</li> </ul>                                                                                                                                                                                                                                                                     |                                      |
| 2       | <p><b>Multi-year functionality</b> available to most schools.</p> <p><i>Important issues to consider:</i></p> <ul style="list-style-type: none"> <li>• Must have "active" confirmation process for PLUS</li> <li>• Not available for PLUS borrowers with endorsers</li> </ul>                                                                                                                                                                                                                                                                                            |                                      |
| 2       | <p>New <b>CPS Transaction Number</b> field added to Loans tab:</p> <ul style="list-style-type: none"> <li>• CPS match performed by COD when a Common Record contains: <ul style="list-style-type: none"> <li>– A new student with an award</li> <li>– A change to the Student Identifier (current SSN, current DOB, current Last Name; for DL, only SSN and DOB are matched)</li> <li>– A new award with a new CPS Transaction Number</li> </ul> </li> <li>• Not on PLUS records</li> <li>• See 03/04 COD Tech Ref, Vol. II, page II-1-52</li> </ul>                     |                                      |
| 2       | <p>New ability to track <b>Current SSN</b> in EDEExpress:</p> <ul style="list-style-type: none"> <li>• May open student record using Original or Current SSN</li> </ul> <p><i>Important issues to consider:</i></p> <ul style="list-style-type: none"> <li>• Original SSN is always used in Loan ID</li> <li>• Only Original SSN shows in Selection Criteria, Select Records when importing and exporting; Current SSN is shown when using Select Records to print reports</li> <li>• Current SSN will show on reports that have the option of sorting by SSN</li> </ul> | BEST COPY AVAILABLE                  |

| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Impact to Current Business Practices |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 3       | <p>Setting <b>DRI = true</b> copies Edit Only (anticipated) information into Actual Disbursement Grid and represents entering an actual disbursement in the software.</p> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>Increased importance of anticipated information</li> </ul>                                                                                                                                                                                                            |                                      |
| 3       | <p><b>Disbursement transaction types D and U</b> are no longer available from within a student record.</p> <ul style="list-style-type: none"> <li>D and U still available in Multiple Entry but U now means "Update DRI to true"</li> </ul>                                                                                                                                                                                                                                                                                       |                                      |
| 3       | <p>When <b>entering an adjustment (A or N)</b>, enter the date of the corresponding disbursement, not the date of the adjustment.</p> <ul style="list-style-type: none"> <li>EDEExpress does not export an adjustment date that is different from the disbursement date, so COD only receives the disbursement date</li> <li>If you enter a different date from what COD receives, you will have date mismatch issues when running a Compare report in DL Tools (SAS will have one date, EDEExpress will have another)</li> </ul> |                                      |
| 3       | <p><b>Pushed Cash</b> schools must continue to have accepted MPNs before sending in actual disbursements, or the disbursements will reject. Cash will not be pushed until loan books.</p> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>Process must be in place to verify that valid MPN exists for each borrower</li> </ul>                                                                                                                                                                 | BEST COPY AVAILABLE                  |



| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Impact to Current Business Practices |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 4       | <p><b>Exports</b> from EDEExpress to COD are now in one message class that combines all student award data (Edit Only, change, disbursement)—<b>COMRECIN.***</b></p> <ul style="list-style-type: none"> <li>Schools have the option of using queries or Selection Criteria for reporting DL Edit Only data separately from DL disbursements</li> <li>Schools also have option of combining all DL and Pell data that is ready to send</li> </ul> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>There is no way to prevent changes from being exported if the Edit Only data has been previously batched</li> </ul> |                                      |
| 4       | <p>COD returns a <b>Receipt</b> for each document submitted to confirm data was received in the correct format.</p> <ul style="list-style-type: none"> <li>Receipt will be recorded in Document Activity but will not update any data in the EDEExpress database</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |                                      |
| 4       | <p>All student award data is returned in one message class—<b>COMRECOP.***</b></p> <ul style="list-style-type: none"> <li>Includes Edit Only, disbursement and change data, as well as MPN acknowledgements, PLUS credit decision overrides, Booking Notifications, and Payment to Servicer notifications</li> </ul>                                                                                                                                                                                                                                                                                                                                   |                                      |
| 4       | <p><b>Import Edit reports</b> (produced by EDEExpress upon import) divide the XML response data blocks by Pell and DL transaction type.</p> <ul style="list-style-type: none"> <li>Can be saved to a file and e-mailed to various staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |

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| Session | Change                                                                                                                                                                                                                                                                                                                                    | Impact to Current Business Practices |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 5       | <p>Must sign up for access to COD Website.</p> <ul style="list-style-type: none"> <li>Refer to posting on IFAP for additional information</li> </ul> <p><a href="http://ifap.ed.gov/cod/0603SchoolUserID.html">http://ifap.ed.gov/cod/0603SchoolUserID.html</a></p>                                                                       |                                      |
| 5       | <p>With access to COD Website, users have ability to <b>enter data</b> (add and update records) via the COD Website.</p> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>Version 9.1 of EDEExpress will not have ability to import acknowledgements from web-based activity ("WB" Responses)</li> </ul> | 2                                    |
| 5       | <p>With access to COD Website, users have ability to access <b>reports via COD Website</b> in PDF format (with some exceptions, e.g. the SAS and Rebuild files).</p> <ul style="list-style-type: none"> <li>Most reports may also be sent in flat file format via the SAIG</li> </ul>                                                     |                                      |
| General | <p><b>2003-2004 COD Technical Reference</b> available at <a href="http://fsadownload.ed.gov">http://fsadownload.ed.gov</a></p> <ul style="list-style-type: none"> <li>Includes Full Participant Implementation Guide, edit and reject codes, etc.</li> </ul>                                                                              |                                      |

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### Additional Notes

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## **Session 1—Common Origination and Disbursement**

### **Common Origination and Disbursement**

In this session you will:

- Identify new concepts and terms
- Understand the Common Origination and Disbursement process flow and the role EDEXpress plays
- Recognize the impact that 2003-2004 changes may have on your business practices

## **Key Terms**

### **Attended Entity ID**

The Entity ID of the school or campus where the student attends class. It must be the same as the Reporting Entity ID—if the Reporting and Attended School are the same—or must have an established relationship with the Reporting Entity ID.

### **Common Origination and Disbursement (COD)**

A system and database that replaced the RFMS and DLOS systems beginning with Award Year 2002-2003. Combines the origination and disbursement processes for the Federal Pell Grant and Direct Loan Programs.

### **Common Origination and Disbursement (COD) Process**

The method used by Federal Student Aid Programs to report award and payment information for the Direct Loan and Pell Grant programs.

### **Common Record**

A data transport mechanism (message) used to exchange Federal Student Aid (FSA) data between Full Participants and ED. Written in XML, it can contain multiple entities, students, programs, awards, and disbursements.

### **Document (formerly Batch)**

In the Pell and Direct Loan modules of EDEExpress, a group of data that are exported and sent to COD using the XML Common Record format.

### **Entity ID**

A unique, randomly generated eight-digit number assigned to all postsecondary schools and third party servicers that participate in the Pell Grant and/or Direct Loan programs. It serves as a routing number that is associated with one or more of the following functions: source, destination, reporting or attended.

### **Fixed Length Record**

Data record whose data elements are recognized based on their positions in the record layout. Requires that all data elements be populated for each submission. Pertains to data not in the Common Record format.

### **Full Participant**

A school that uses the Common Record (XML) to submit Federal Pell Grant and/or Direct Loan data to COD. For the 2003-2004 award year, users of the EDEExpress software are Full Participants in the program(s) for which they use EDEExpress.

### **Phase-In Participant**

A school that uses fixed length record layouts to submit Pell Grant and Direct Loan Program data to COD via the SAIG. Refer to the 2003-2004 COD Technical Reference for the defined record layouts.

### **Reporting Entity ID**

The Entity ID of the school that sends and receives data for the campuses or students it serves. The Reporting Entity must be a school and cannot be a third party servicer. It must be the same as the Source Entity ID or must have an established relationship with the Source Entity ID and the TG Number.

### **Source Entity ID**

The Entity ID of the physical sender of a Common Record document, which can be either a school or a third party servicer.

### **Tag**

An element name that is used inside brackets to denote the beginning and end of content. For example, <LastName>Jones</LastName> uses the tag of LastName.

### **XML (Extensible Markup Language)**

Language used to code the Common Record. Each Common Record consists of XML elements that have start tags, end tags and data in between. The start and end tags describe the data or value within the tags. For example, the following XML element is a <LastName> element with the value "Dunn."  
<LastName>Dunn</LastName>.

### **XML Document**

An XML Document is a Common Record. This replaces Pell and DL batches from 2002-2003.

### **XML Schema**

Specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.



## **Resources**

**Available at <http://www.fsadownload.ed.gov>**

- 2003-2004 COD Technical Reference Volume I: Getting Started
- 2003-2004 COD Technical Reference Volume II: Common Record Full Participant Technical Reference

### ***Electronic Announcements, Bulletins, Letters***

- COD Full Participant Set Up for 2003-2004: Posted 2/26/03 at <http://www.ifap.ed.gov/eannouncements/0226CODSignUpforFP0304.html>
- Updated COD Website Access for Schools: Posted 3/18/03 at <http://www.ifap.ed.gov/cod/0318Schoolaccess.html>

### ***Appendix C: COD System & Website***

### ***Appendix E: Term Translator***

### ***Appendix H: Business Practices Impact Worksheet***



# Term Translator

In our discussion of the Common Origination and Disbursement (COD) process, you will encounter new terms. Many of these relate to familiar items or concepts.

The Term Translator is a crosswalk that guides you from the 2002-2003 EDEExpress legacy process to the 2003-2004 COD process as an EDEExpress *Full Participant*. You will use this tool throughout this training.

| 02-03 EDEExpress Legacy Process | 03-04 EDEExpress Full Participant                                                                                                                                                                         | 03-04 COD Technical Reference |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Record Layout                   | <b>Common Record Layout</b><br>Includes tags with data that comprise the COD Schema for the Common Record in XML format                                                                                   | Common Record Layout          |
|                                 | <b>Fixed Length Record Layout</b><br>Non-XML data fields formatted in a fixed length flat file for data requests/acknowledgements exchanged with COD and other external systems (e.g. school's mainframe) | Fixed Length Record Layout    |
| Batch                           | <b>Document</b><br>Only contains XML Common Record data exchanged with COD                                                                                                                                | Document                      |
|                                 | <b>Batch</b><br>Data records exchanged with external systems and reports received from COD                                                                                                                | Batch                         |
| Batch ID                        | <b>Document ID</b><br>Identifies the XML Common Record document exchanged with COD                                                                                                                        | Document ID                   |
|                                 | <b>Document ID</b><br>Identifies the non-XML file exchanged with COD or an external system                                                                                                                | Batch ID                      |
| Batch Activity                  | <b>Document Activity</b><br>Grid that lists all Pell and DL documents or batches submitted and received via EDEExpress                                                                                    | Batch Search                  |
|                                 | <b>Receipt</b><br>Indicates whether the XML Common Record document sent was accepted by COD                                                                                                               | Receipt                       |
| Batch Reject                    | <b>Receipt</b><br>Indicates whether the XML Common Record document sent was rejected by COD                                                                                                               | Receipt                       |

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## Session 1—Common Origination and Disbursement

| 02-03 EDEExpress Legacy Process | 03-04 EDEExpress Full Participant                                                                                                  | 03-04 COD Technical Reference                          |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Acknowledgement                 | <b>Response</b><br>XML Common Record document returned after COD processing; indicates current status, which updates your database | <b>Response</b>                                        |
| Origination Record              | <b>Origination/Edit Only Record</b><br>Student award data with <i>anticipated</i> disbursement information                         | <b>Edit Only Data</b>                                  |
| Anticipated Disbursement Record | <b>Disbursement Record/Edit Only Disbursement</b><br>Disbursement date and amount AND DRI is not checked                           | <b>Edit Only Data</b><br>DRI = false                   |
| Actual Disbursement Record      | <b>Actual Disbursement Record</b><br>DRI is checked                                                                                | <b>Actual Disbursement Data</b><br>DRI = true          |
| DL School Code                  | DL School Code                                                                                                                     | Associated with the Entity ID                          |
|                                 | <b>Source Entity ID</b><br>Entity ID of the sender of the document; may be a third party servicer                                  | <b>Entity ID</b><br>ID number randomly assigned by COD |
|                                 | <b>Reporting Entity ID</b><br>For a school with multiple campuses, identifies the school that submits Direct Loan data to COD      | <b>Entity ID</b>                                       |
|                                 | <b>Attended Entity ID</b><br>Identifies a specific branch campus for a school with multiple campuses                               | <b>Entity ID</b>                                       |
|                                 |                                                                                                                                    | <b>Current Funding Level (CFL)</b>                     |
|                                 | <b>Pushed Cash</b>                                                                                                                 | <b>Pushed Cash</b>                                     |
|                                 | <b>Advance Pay</b>                                                                                                                 | <b>Advance Pay</b>                                     |
|                                 | <b>Cash Monitoring 1 (CM1)</b>                                                                                                     | <b>Cash Monitoring 1 (CM1)</b>                         |
|                                 | <b>Cash Monitoring 2 (CM2)</b>                                                                                                     | <b>Cash Monitoring 2 (CM2)</b>                         |
|                                 | <b>Reimbursement</b>                                                                                                               | <b>Reimbursement</b>                                   |



### Tip:

Appendix E provides another copy of the Term Translator, which you can pull out and keep handy throughout the day.

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***Common Origination and Disbursement***

- One process and one system for reporting Direct Loan and Pell Grant awards and disbursements
  - Enables Full Participants to report data for multiple award years, programs, schools, students, and awards in one document
- XML Common Record

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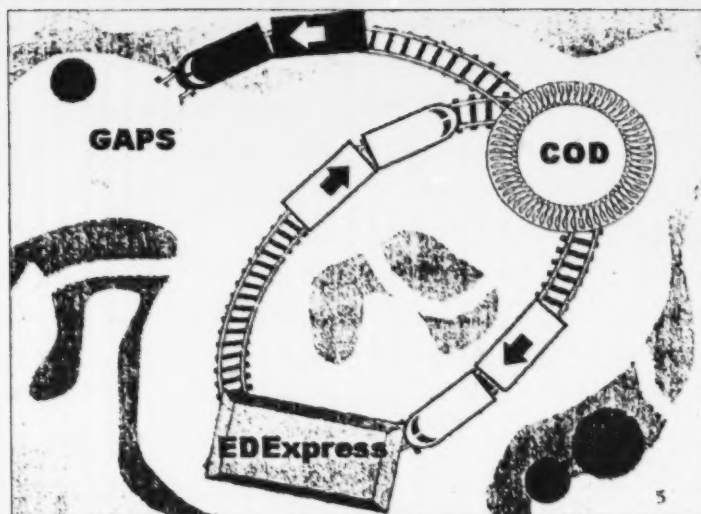
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***Common Origination and Disbursement***

For 2003-2004, the basic concept of ***Common Origination and Disbursement*** (COD) remains the same. Common Origination and Disbursement is one process and one system for reporting Direct Loan and Pell Grant awards and disbursements to FSA.

Using the XML ***Common Record***, Full Participants in the ***COD process*** have the ability to report data for multiple award years, programs, schools, students, and awards at one time.

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## **Common Origination and Disbursement Process**

### **Schools send information to the COD System**

In 2003-2004, EDEExpress users exchange Direct Loan and Pell Grant award and disbursement information with the COD System using the ***XML document*** or Common Record. The Common Record ***document*** corresponds to a batch in prior processing years.

Upon export, EDEExpress compiles your data in XML format (XML is the language used to code the Common Record).

Schools have a variety of options available each time they export data to send to COD:

- They can send only Direct Loan data or
- They can send only Pell Grant data or
- They can send a combination of all Direct Loan *and* Pell Grant data that is ready.

In addition, schools may use Selection Criteria to choose to send any combination of Edit Only and Actual Disbursement information.



**Note:** Once the Common Record document is created, EDEExpress assigns a Document ID.

### ***The COD System sends information to Schools***

When the COD System receives information from the school, it performs several edits before creating and sending two documents to the school.

The first edit checks to see that the document received is in the correct format. After performing this edit, the COD System produces and returns a *receipt* for each document submitted.

After performing the rest of the edits, the COD System produces a *response*. Along with the data received, the response may also include warning edits and/or the reason an element rejected.

### ***The COD System communicates with GAPS***

COD and GAPS communicate daily to ensure that the financial data necessary to maintain both the flow of funds to the school and financial integrity is in place. The COD System communicates to GAPS the school's total amount of accepted Direct Loan and Pell Grant disbursements. This affects the school's current funding level for each of these programs.

### ***EDEExpress and the COD Process***

- 2003-2004 EDEExpress enhancements allow data to be exchanged with COD via the XML Common Record
- All 2003-2004 EDEExpress users are Full Participants
  - Must contact COD School Relations

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### ***EDEExpress and the COD Process***

One of the most dramatic enhancements in the 2003-2004 EDEExpress software is that it creates Common Record documents for export to the COD System. Then, after COD processes and returns the data contained in the Common Record, EDEExpress also has the ability to import it.



#### **Notes:**

- *COD system-generated reports will not be sent in XML format, so EDEExpress users will continue to import these reports into EDEExpress and DL Tools in a **fixed length record** format.*
- *Combo Schools (using EDEExpress and mainframe or other PC system) will continue to use fixed length flat files for External Add and External Export.*

### ***New EDEExpress Fields***

A number of new fields in EDEExpress accommodate data elements that are used in the COD process. These appear in the Global, Pell and Direct Loan modules of EDEExpress. We'll examine many of these new fields throughout this training.

### ***EDEExpress Users Become Full Participants***

A very significant change for EDEExpress users is that they become COD Full Participants in 2003-2004, since they will be exchanging data with COD via the XML Common Record.



#### **Notes:**

- *ALL schools using EDEExpress to send data to COD via the Common Record **MUST** contact COD School Relations to become Full Participants.*
- *Appendix C provides information on enrolling as a Full Participant and on getting access to the COD Website.*



### ***The Common Record***

- Replaces the fixed length flat file format
- Student-centric document
- Simple elements grouped into complex elements
  - Example of the complex element <NAME>

First Name  
Middle Name  
Last Name

### ***The Common Record***

To transmit and process Direct Loan and Pell Grant award and disbursement data, 2003-2004 EDEExpress and the COD System use the Common Record, a data transport mechanism—or document—that is created using *XML*—Extensible Markup Language.

The Common Record is significantly different from the fixed length record used by the former Direct Loan and Pell Grant processing systems. Unlike the fixed length record, the Common Record is very flexible. In addition, its data contents can be easily read by people as well as computers.

Similar to the way its fixed length counterpart is composed of data fields, the Common Record is composed of data elements. And while fixed length records use position within a record layout to associate values with particular fields, the Common Record uses *tags* to associate content with their corresponding data elements.

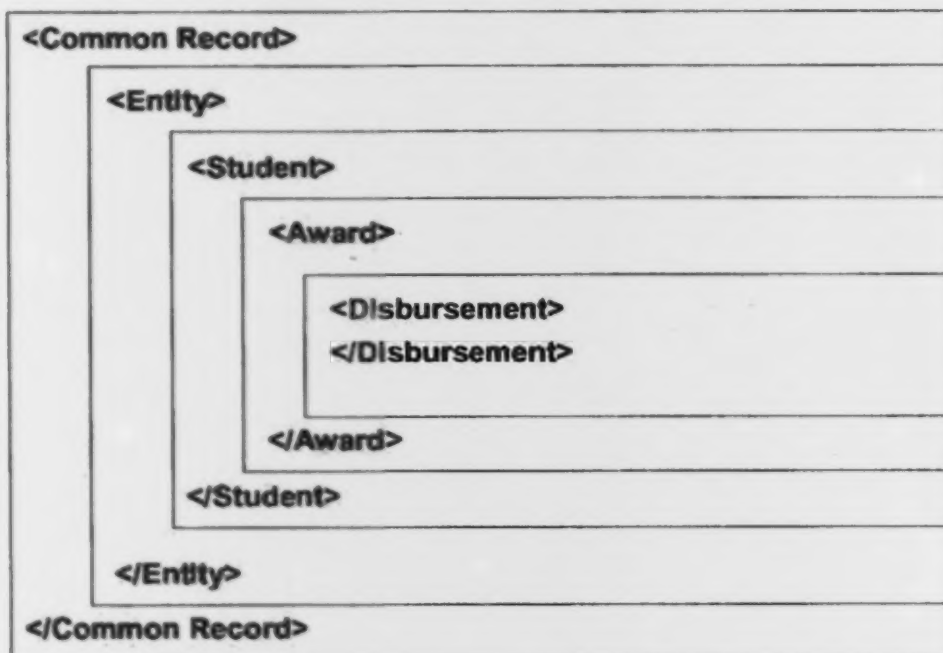


**Note:** *As the slide above indicates, the data elements on the Common Record consist of simple elements (e.g. <LAST NAME>) grouped into complex elements (e.g. <NAME>). However, complex data elements may consist not only of a series of simple elements but also of other complex data elements (e.g. <NAME> is a component of the complex element <PERSON>).*

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## The Common Record



This illustration shows how data elements are nested within each other.



**Note:** If a complex data element is not accepted, the underlying data elements also will not be accepted.

### **EDExpress and the Common Record**

Only two Common Record message Classes:

- COMRECIN\*
- COMRECOP\*

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## **EDExpress Message Classes Associated with the Common Record**

Since the Common Record conveys all Direct Loan and Pell award and payment information, it replaces a number of message classes and file layouts.

EDExpress has only two message classes associated with Direct Loan and Pell Grant award and disbursement data exchanged via the Common Record.

**COMRECIN** Used to export Direct Loan and Pell Grant award and disbursement data to the COD System

**COMRECOP** Used to import Direct Loan and Pell Grant receipts and responses from the COD System



*Note: Data requests and report files use other message classes.*

As you're accustomed to seeing, there is a serialized extension that prevents files from overwriting each other. The first file has a ".dat" extension. Subsequent files are assigned serial numeric extensions (".001, .002, .003" and so on).



*Note: One significant change is that there is no AY (award year) designator in the COMRECIN or COMRECOP.*

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## Session 1—Common Origination and Disbursement

This table shows how the COD process differs from the prior process.

| Comparing Prior Process to COD Process                                                                                                                                                                     |                    |             |                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prior Process Feature                                                                                                                                                                                      |                    |             | COD Process Feature                                                                                                                                                                                      |
| <b>Program-Specific Systems</b> <ul style="list-style-type: none"> <li>• Recipient Financial Management System (RFMS) for Pell</li> <li>• Direct Loan Origination System (DLOS) for Direct Loan</li> </ul> |                    |             | One Common Origination and Disbursement System                                                                                                                                                           |
| Origination Records and Disbursement Records                                                                                                                                                               |                    |             | One Common Record transporting both Origination and Disbursement data                                                                                                                                    |
| Multiple file layouts for each program                                                                                                                                                                     |                    |             | One file format <ul style="list-style-type: none"> <li>• The Common Record using XML</li> </ul>                                                                                                          |
| Many Message Classes within programs                                                                                                                                                                       |                    |             | Two Message Classes                                                                                                                                                                                      |
| <b>Export</b>                                                                                                                                                                                              | <b>Direct Loan</b> | <b>Pell</b> | <ul style="list-style-type: none"> <li>• COMRECIN</li> </ul>                                                                                                                                             |
|                                                                                                                                                                                                            | DESF*IN            | PGOR*IN     |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DESC*IN            | PGDR*IN     |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DESD*IN            |             |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DEPF*IN            |             |                                                                                                                                                                                                          |
| <b>Import</b>                                                                                                                                                                                              | <b>Direct Loan</b> | <b>Pell</b> | <ul style="list-style-type: none"> <li>• COMRECOP</li> </ul>                                                                                                                                             |
|                                                                                                                                                                                                            | DIPA*OP            | PGOA*OP     |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DIOD*OP            | PGOP*OP     |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DIPC*OP            | PGDA*OP     |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DISF*OP            | PGDW*OP     |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DIPF*OP            |             |                                                                                                                                                                                                          |
|                                                                                                                                                                                                            | DIOC*OP            |             |                                                                                                                                                                                                          |
| Could only export or import batches of one record type at a time                                                                                                                                           |                    |             | Can choose to send any combination of: <ul style="list-style-type: none"> <li>• Direct Loan or Pell information;</li> <li>• Edit Only information; and/or</li> <li>• Disbursement information</li> </ul> |



**Note:** Student data is sent in the XML Common Record document, but report data remains in fixed length flat files.

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**Old Process vs. COD Process**

As the instructor uses the animation to demonstrate the old process and the COD process, write down the differences you notice.

| Old Process | COD Process |
|-------------|-------------|
|             |             |
|             |             |
|             |             |
|             |             |
|             |             |
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## Locate New Features in EDEExpress DL Setup

1. Open EDEExpress and login using the following User ID and password:  
User ID = User 2  
Password = User 2
2. Go to DL Setup and identify as many new features as you can. Write down what you find in the space provided below.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## **Session 2—New Loans**

### **New Loans**

In this lesson you will:

- Evaluate the impact of COD on your origination and MPN processes
- Recognize PLUS MPN concept
- Determine possible enhancements to your current business processes

2



## **Key Terms**

### **CPS Transaction Number**

The transaction number of the eligible ISIR that is used to calculate a Direct Subsidized or Direct Unsubsidized Loan.

### **Disbursement Release Indicator (DRI)**

Formerly known as the "Payment Trigger." Indicates whether or not a disbursement is ready to be funded. In EDEExpress, the Disbursement Release Indicator appears as a check box on the Disburse tab. A mark in the check box means that the DRI = true, and the disbursement is an Actual Disbursement. If the check box is clear, the DRI = false and the disbursement information is Edit Only.

### **Document ID**

Document IDs replace Batch IDs for Direct Loan and Pell export and import files in EDEExpress. EDEExpress records the import and export of all documents in the Document Activity database and assigns a unique Document ID to each document. The Document ID is 30 characters in length. It has three main components: (1) the date and (2) time it was created and (3) the Source Entity ID that generated it.

### **e-MPN**

A Master Promissory Note that a borrower can sign electronically (using a PIN) on the Web.

### **Edit Only Disbursements Grid**

The upper portion of the disbursement screen in EDEExpress. "Anticipated" disbursement information is shown here.

### **Edit Only Disbursement**

Formerly called anticipated disbursement. Calculated based on the loan amount approved and the disbursement profile in EDEExpress. An Edit Only disbursement contains disbursement data with DRI = false.

### **Edit Only Record**

Formerly called Loan Origination Record. Contains information from the Demographic tab, the Loans tab, and the Edit Only Disbursement grid (DRI = false). Edit Only data is transmitted to COD in a Common Record document to establish a Direct Loan award on the COD System. Edit Only Records may originate an award, but are not intended to request or report funds.

### **Endorser**

A person who signs a PLUS loan on behalf of the parent because the parent's credit check was declined. The endorser accepts full financial responsibility to pay back the PLUS loan if the parent does not do so.

**ISIR MPN Indicator**

An EDEExpress field that gets populated based on NSLDS history information. The field indicates if there's an active MPN on file at COD for a borrower.

**Master Promissory Note (MPN)**

A legal document that must be signed to obtain a Direct Loan. By signing, the borrower promises to repay the loan, with interest, in specified installments. The MPN also includes any information about the grace period, deferment or cancellation provisions, and the borrower's rights and responsibilities with respect to the loan. There are two types of MPNs: (1) Direct Subsidized/Unsubsidized MPN and (2) Direct PLUS MPN.

**Multi-Year Functionality**

A feature of the Master Promissory Note, which allows multiple Direct Loans for the same student/borrower to link to the same MPN. Beginning in the 2003-2004 award year, all Direct Loan schools are eligible to use the Multi-Year feature of the MPN. Once an MPN has been accepted and remains open, schools that choose to use this feature do not have to obtain a new MPN each academic year.

**PLUS e-MPN**

A Master Promissory Note that a parent borrower can sign electronically (using a PIN) on the Web to cover loans for the borrower on behalf of a dependent child.

**Single-Loan MPN Feature (PLUS Only)**

The limited use of a Master Promissory Note to cover a PLUS loan made to a parent borrower with an eligible endorser.

**Single-Year MPN Feature**

The limited use of a Master Promissory Note to cover loans made within the same year for a particular borrower.

**Student Identifier**

The COD Student Identifier composed of the student's current Social Security Number, current date of birth, and current last name. "Current" means the value stored in COD as of the date of the transmission. EDEExpress allows you to view the Student Identifier via a new dialog box called COD Accepted Student ID.



## **Resources**

**Available at <http://www.fsadownload.ed.gov>**

- 2003-2004 COD Technical Reference Volume II: Common Record Full Participant Technical Reference
- 2003-2004 COD Technical Reference Volume V: Direct Loan & Pell Grant Combination System Supplement
- 2003-2004 EDEExpress Direct Loan Desk Reference
- 2003-2004 EDESuite Process Guide

**Available via IFAP at <http://www.ifap.ed.gov>**

- EDEExpress Basics Web-based Training
- 2002-2003 Federal Student Aid Handbook: Volume VIII-Direct Loan and FFEL Programs
- Direct Loans School Guide (September 1999)

### **2003-2004 EDEExpress Online Help**

#### **Electronic Announcements, Bulletins, Letters**

- Multi-Year Use of Master Promissory Notes by Schools (GEN 02-10): Posted 11/29/02 at <http://www.ifap.ed.gov/dpcletters/Gen0210.html>
- Implementation of Expanded Authority for Multi-Year Use of the Master Promissory Note (DLB-03-02): Posted 1/17/03 at <http://www.ifap.ed.gov/dlbulletins/DLB0302.html>
- Implementation of a Master Promissory Note for Direct PLUS Loans (DLB-03-07): Posted 2/03 at <http://www.ifap.ed.gov/dlbulletins/DLB0307.html>

#### **Appendix A: 2003-2004 EDEExpress Changes**

#### **Appendix C: COD System & Website**

#### **Appendix E: EDEExpress Direct Loan End-of-Entry Edits**

#### **Appendix F: Direct Loan Business Rules**



## **Instructor Demonstration**

In this demonstration, the instructor will discuss new features and other changes to the Direct Loan origination record in EDEExpress.

### **Open Student Dialog Box**

You now have two ways to open an EDEExpress student record. A new Global feature in EDEExpress allows you to open a student record using either the Current SSN or the Original SSN.

Open Student

Original SSN: 123456789 ...

Current SSN: ...

ISIR...

OK Cancel Help

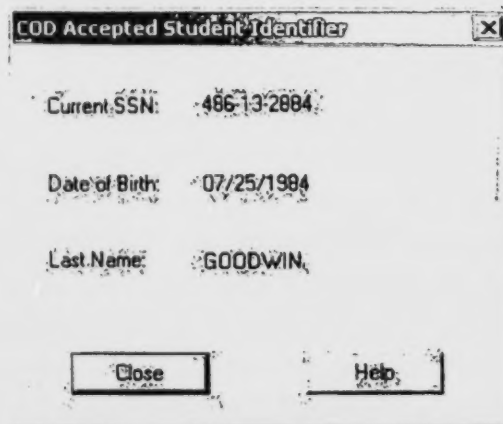
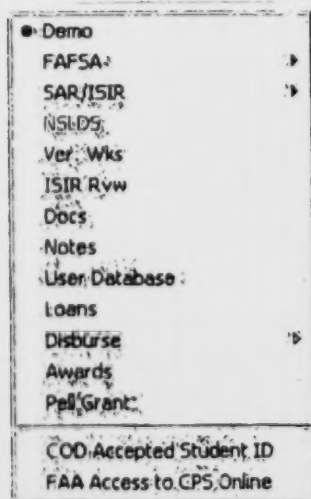
**BEST COPY AVAILABLE**

## COD Student Identifier

You can view the COD Accepted Student Identifier from the View Menu in the Demo record.

EDEExpress allows you to view the Student Identifier that COD has accepted for a student. The identifier is unique to each student and consists of the student's current Social Security Number, current Date of Birth, and current Last Name. The identifier is a required data element for all submissions of a COD Common Record. To establish the student, COD attempts to match the identifier submitted by a school with data from the Central Processing System (CPS). For Direct Loans, the current SSN and current Date of Birth are matched with CPS data. If a match is found at CPS, COD accepts the student record and establishes the Student Identifier on file for the student. EDEExpress sends the Student Identifier on all subsequent transactions for that student (both origination/Edit Only and disbursement).

If any portion of the Student Identifier is changed in EDEExpress, and you submit a student record to COD using the new identifier, the record may not be matched up with the student that CPS has on file. If COD does not find a match on CPS, COD rejects the student's record and returns an error code of 011 (reject based on identifier). You can use the View/COD Accepted Student ID feature in the Demo tab to determine what COD has on file, and compare that with what CPS has for the student. In order to maintain consistency between COD and CPS and to have the record accepted by COD, you must change the ID back to the original values (if the change was an error) in the Demo tab of the student's record. If the change was an accurate change, you must first submit a correction to the ISIR, which will result in another transaction at CPS. After the correction has been accepted by CPS, the school must send a Common Record to the COD System reporting the student tag with the current Student Identifier information and the changed data.



The COD Accepted Student ID dialog box is only accessible from the Demo tab of a student's record if you have imported an accepted COD Common Record Response into EDEExpress (for either Direct Loan or Pell).



**Note:** COD stores one Student Identifier for a student. COD does not store separate Student Identifiers for each award.



## New Fields & Field Labels-Loan Tab

### Subsidized or Unsubsidized

#### Edit Only Record –

The **Edit Only record** (formerly known as the loan origination record) contains information from the demographic tab, the loans tab, and the Edit-Only Disbursements grid. Edit Only data must be transmitted to COD in a Common Record document to establish a Direct Loan award on the COD system.

#### CPS Transaction Number –

The **CPS Transaction Number** is a new field on the Loans tab within EDEExpress. This field is used to enter the transaction number of the eligible ISIR that you used to determine a student's loan eligibility. The CPS Transaction Number may be different for SSL, USL and even Pell (on the Pell tab, the field is called "Transaction Number") if a different ISIR with a different EFC is used to package each award. The field is populated automatically if you import ISIR or packaging data, but can be updated manually at any time. The CPS Transaction Number does not appear on the Loans tab for PLUS.



**Note:** The CPS Transaction Number, if changed when the Loan Status is B or A, does not turn blue and is not tracked in the change history grid. This is similar to what happens in EDEExpress when fields on the Demo tab are changed.

#### E-mail Address –

This is the student borrower's e-mail address as it appears on the Demo tab of the student's record. EDEExpress updates this field if any changes are made to the corresponding field on the Demo tab. This field is display-only.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Borrower Loan Information:</b><br>School Code: <input type="text" value="G99997"/><br>FSA COMMUNITY COLLEGE<br>Loan Period Code: <input type="text" value="3C"/><br>Loan Period: <input type="text" value="07/14/2003"/> to <input type="text" value="04/22/2004"/><br>Academic Year: <input type="text" value="07/01/2003"/> to <input type="text" value="06/30/2004"/><br>Dependency Status: <input type="text" value="D"/><br>Loan Amount Approved: <input type="text" value="1500"/><br>CPS Transaction Number: <input type="text" value="01"/><br>Borrower's Loan Default/Grant Overpayment: <input type="text" value="N"/><br><br>College Grade Level: <input type="text" value="0"/><br>Created By: 03/07/2003 07:03:55 USER1<br>Last Updated By: 03/28/2003 08:00:01 USER2<br>E-mail Address: PNervi@FSAU.edu |  | <b>Promissory Note Information:</b><br>MPN Status: <input type="text" value="M"/> Print Inst: <input type="text" value="0"/><br>Print Date: 03/28/2003 Manifest Document ID: 200303280756306610010100<br>Signed Note Received: 03/28/2003<br>Manifest Date: 03/28/2003 Acknowledgement Date: |  |
| <b>Loan Information:</b><br>Origination Date: 03/10/2003 Status: B<br>Reject Code:<br>Origination Document ID: 200303280800016610010100<br>Last Change Document ID:<br>Booked Document ID:<br>External: <input type="text" value="Y"/><br><input type="checkbox"/> Inactive Loan? Inactive Loan Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Term: 1<br>Repayment: N<br>Booked Status:<br>Booked Date:<br>Disclosure Statement Print Indicator: <input type="text" value="S"/><br><input checked="" type="checkbox"/> Disclosure Printed:                                                                                                 |  |
| Fee Percentage: 3.000%<br>Rebate Percentage: 1.500%<br>Record Source: 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Change History                                                                                                                                                                                                                                                                               |  |

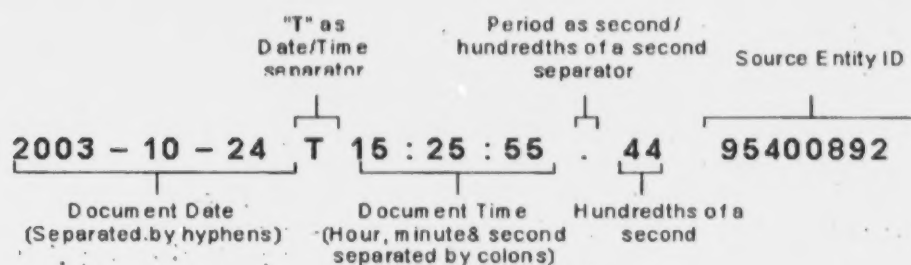
Loan ID: 486132884504G99997001 2 of 2



## Session 2—New Loans

### Batch ID now called Document ID –

Manifest, Origination, Last Change and Booked Batch IDs have been replaced with Document IDs. Each **Document ID** consists of the date (in CCYYMMDD format) and time (in HHmmssff format) the document was exported from EDEExpress. The last eight characters of the Manifest Document ID reflect the school's Reporting Entity ID. The last eight characters of the Origination, Last Change and Booked Document IDs reflect the school's Source Entity ID.



**Note:** The appearance of the Document ID varies depending upon where you view it. On the Loans tab and the Document Activity grid, only the numbers are present. However, the appearance of the ID on the Actual Disbursement grid and the Document Activity List corresponds with what appears in the Common Record document itself. That is, CCYY-MM-DDT:HH:mm:ss.ff#####.

## New Fields & Field Labels-Loan Tab

### PLUS

#### Removal of Loan Amount Requested –

The Loan Amount Requested field for PLUS has been removed from the Direct Loans tab in EDEExpress.

#### PLUS Field Label Change –

The label "Promissory Note Status" is changed to "MPN Status" because the PLUS note is now an MPN.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Borrower Loan Information:</b><br>School Code: <input type="text" value="G99997"/><br><b>FSA COMMUNITY COLLEGE</b><br>Loan Period Code: <input type="text" value="3C"/><br>Loan Period: <input type="text" value="07/14/2003"/> to <input type="text" value="04/22/2004"/><br>Academic Year: <input type="text" value="07/01/2003"/> to <input type="text" value="06/30/2004"/><br>Dependency Status: <input type="text" value="D"/><br>Loan Amount Approved: <input type="text" value="2,250"/> |  | <b>Promissory Note Information:</b><br>MPN Status: <input type="text" value="S"/> <br>Print Date: <input type="text" value="03/28/2003"/> Manifest Document ID: <input type="text" value="0"/><br>Signed Note Received: <input type="text" value="03/28/2003"/><br>Manifest Date: <input type="text"/> Acknowledgement Date: <input type="text"/>                                                                                                            |  |
| Borrower's Loan Default/Grant Overpayment: <input type="text" value="N"/><br>Student's Loan Default/Grant Overpayment: <input type="text" value="N"/><br><br>College Grade Level: <input type="text" value="0"/><br>Created By: <input type="text" value="03/07/2003"/> 07:05:32 USER1<br>Last Updated By: <input type="text" value="03/28/2003"/> 08:26:00 USER2<br>E-mail Address: PNorris@FSAU.edu                                                                                               |  | <b>Loan Information:</b><br>Origination Date: <input type="text" value="03/28/2003"/> Status: <input type="text" value="R"/><br>Project Code: <input type="text"/><br>Origination Document ID: <input type="text"/> Trans R: <input type="text" value="0"/><br>Last Change Document ID: <input type="text"/> Export to COO: <input type="text" value="Y"/><br>Booked Document ID: <input type="text"/><br>External: <input type="text" value="Y"/><br><input type="checkbox"/> Inactive Loan? Inactive Loan Date: <input type="text" value=""/> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Booked Status: <input type="text"/><br>Booked Date: <input type="text"/> Fee Percentage: <input type="text" value="4.000"/><br>Disclosure Statement Print Indicator: <input type="text" value="S"/> Rebate Percentage: <input type="text" value="1.500"/><br><input checked="" type="checkbox"/> Disclosure Printed; Record Source: <input type="text" value="I"/>                                                                                                                                                                              |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | <b>Credit Information:</b><br>Credit Decision: <input type="text"/> Credit Decision Date: <input type="text" value=""/><br>Last Date Updated: <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                              |  |
| Loan ID: <input type="text" value="485132884PD4G99997001"/> 1 of 2                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | <input type="button" value="PLUS Data"/> <input type="button" value="Change History"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

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## Session 2—New Loans

### New Fields & Field Labels-Disbursement Tab

The Anticipated Disbursement grid is now the **Edit Only Disbursements** grid. A new **Disbursement Release Indicator** field is used to identify actual disbursements. Marking the checkbox sets the field value to true. This allows the actual disbursement information to be included in a Common Record document when exported. The First Disbursement Flag checkbox now appears on the Edit Only Disbursements grid.

2003 - 2004 EDEExpress for Windows - [(485132884-S-04-G99997-001) PAULA R. NERV1]

File Record View Help

Direct Loan

Loan Type: DIRECT SUBSIDIZED      Loan #: 2 of 2      Loan Amount Approved: \$1,500  
 Loan Status: 8      MPN Status: M  
 Loan Entrance Interview Date:

**Edit Only Disbursements**

| #              | Date       | Gross | Fee | Rebate | Net Amount | Disbursement Release Indicator | First Disbursement?      | Exp to External                     |
|----------------|------------|-------|-----|--------|------------|--------------------------------|--------------------------|-------------------------------------|
| 1              | 07/09/2003 | 375   | 11  | 6      | 370        | <input type="checkbox"/>       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2              | 09/17/2003 | 375   | 11  | 6      | 370        | <input type="checkbox"/>       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3              | 11/26/2003 | 375   | 11  | 6      | 370        | <input type="checkbox"/>       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4              | 02/05/2004 | 375   | 11  | 6      | 370        | <input type="checkbox"/>       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Totals:</b> |            | 1500  | 44  | 24     | 1430       |                                |                          |                                     |

Action  
 Disbursement:  Type:  Date:  Amount:

**Actual Disbursements**

| #              | Orig # | Type | Date | Seq # | Gross | Fee | Rebate | Net | Net Adj | Status | Reject Codes | Docu |
|----------------|--------|------|------|-------|-------|-----|--------|-----|---------|--------|--------------|------|
| <b>Totals:</b> |        |      |      |       | 0     | 0   | 0      | 0   |         |        |              |      |



**Note:** Refer to the 2003-2004 EDE Process Guide or the cover letter accompanying the release of 2003-2004 EDEExpress for Windows version 9.1 for a complete list of changes. Online Help (F1) within EDEExpress is also a good resource. See "What's New for 2003-2004" under the Help menu.



## Activity

Use EDEExpress to answer the following questions.

Use the following user ID and Password to log into the software:

| User ID | Password |
|---------|----------|
| USER2   | USER2    |

Open the record for SSN 194-63-3796.

From the Demo Tab view the student's COD Student ID.

1. What are the Current SSN, Last Name, and Date of Birth on the COD System for this student?

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2. Has the school made changes in EDEExpress that may affect the Student Identifier?

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3. If so, why might those changes reject at COD?

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4. Which CPS Transaction Number was used to award the subsidized loan? Which was used to award the unsubsidized loan? Why might the two be different?

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### **Multi-Year Functionality**

- All schools may use multi-year MPNs (unless specifically advised otherwise)
- Schools may use a new MPN each year
- For further information see:
  - GEN-02-10 (NOV)
  - DLB-03-02 (JAN 03)
  - Volume 8, FSA Handbook: FFEL and Direct Loans

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### **Multi-Year MPN Functionality**

Authority for multi-year use of the *Master Promissory Note* (MPN) has been expanded to include most schools. All participating schools, unless specifically notified otherwise, are authorized to use multi-year MPNs. For Direct Loans, the change is effective for 2003-2004 loans processed after the release of the Common Origination and Disbursement System 2.0.

Loans made after the implementation can be linked to an MPN that was signed before the change became effective.

Schools considering multi-year use of MPNs need to be aware of provisions regarding borrower confirmation and the expiration of an MPN. Additional information is available in the Federal Student Aid Handbook, Volume 8 on pages 8-39 to 8-41 (for subsidized and unsubsidized loans).

A school can choose to require a new MPN each year for all students or particular groups of students. Students have the option of signing a new MPN for each loan. They may also contact the school or COD Ancillary Services to close an MPN.

Ancillary Services; Common Origination  
Phone: 800/848-0978  
PO Box 5692  
Montgomery, AL 36103-5692



#### **Notes:**

- *For schools that have previously been processing MPNs using the single-year MPN feature, the default processing option in COD for 2003-2004 is single-year. If such a school would like to use the multi-year feature at any point in 2003-2004, they must first notify COD School Relations.*
- *The default MPN processing option in EDEExpress (DL System Setup) is for multi-year processing. This must be changed if the school is using the single-year feature for 2003-2004.*



**Electronic MPN**

- Borrower may electronically sign MPN on the Web
- <http://dlenote.ed.gov/>

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**Electronic Master Promissory Notes (e-MPN)**

Students can use their PIN to electronically sign their Master Promissory Note on the Web. There is a link to FSA's PIN Web site on the eNote Web site that borrowers can use to obtain a PIN, if they don't already have one, or to request a new PIN mailer.

Student borrowers need a printer to use this site so they can print a copy of their MPN. ..

FSA plans to offer a **PLUS e-MPN** in 2003-2004.



**Note:** Parents will need a PIN to sign the e-MPN.



### ***PLUS MPN Business Rules***

- PLUS MPN is borrower-specific
- PLUS MPN is student-specific
- Accepted credit check is required
- If multi-year, credit checks will occur before linking each new loan
- If endorser is obtained, MPN is a single-loan note

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## ***The PLUS Master Promissory Note***

The PLUS MPN is the only approved promissory note to process 2003/2004 PLUS Loans for all schools. It can be used for one or more PLUS Loans for a parent borrower for a specific student. A parent borrower would need a different MPN for loans on behalf of other children. A student can have multiple parents borrow a PLUS Loan for the same or subsequent academic years, but each parent borrower would need an MPN.

Schools may use multi-year or single-year PLUS MPNs. However, the option that the school chooses for one loan type must be applied to the other loan types as well. This means a school may not opt to process PLUS MPNs using the multi-year feature but process Sub/Unsub using the single-year feature.

You or COD must print a PLUS MPN and have it signed by the parent borrower before disbursing a PLUS Loan. Other features of the PLUS MPN:

- You can print a PLUS MPN prior to completing a PLUS Loan origination record
- The student does not need to sign the PLUS MPN
- A dollar amount does not show on the MPN
- The credit decision must be approved before a loan is linked to the PLUS MPN

### ***New PLUS MPN ID***

The PLUS MPN ID is a 21-character ID. The components for the PLUS MPN ID include:

1. Student's Social Security Number: 001010001-999999998
2. MPN Indicator: N
3. Award Year: 04 and forward
4. Direct Loan School Code: X00000-X99999 where X = G or E

## The PLUS Master Promissory Note (continued)

### Single-Year MPN Feature

If the parent is determined to have an adverse credit history and obtains an *endorser*, the promissory note becomes a “single-loan” note. No further PLUS Loans may be made under that PLUS MPN. In addition, because the Loan Amount Approved is shown on the Endorser Addendum and is the maximum amount that the school may disburse to that borrower for that loan, any increase in the Loan Amount Approved will require a new PLUS MPN and a new Endorser Addendum.



#### Notes:

- See Appendix F for the PLUS MPN Business Rules.
- In EDEExpress, the Loan Amount Approved cannot be increased or decreased if the Credit Decision is E (credit overridden based on approved endorser).

### **PLUS MPN Confirmation Process**

- Active confirmation process is required with multi-year use of the PLUS MPN
- Examples:
  - Sign and return an award letter
  - Document parent's request for a specific PLUS amount
  - Document acceptance of loan using a PIN

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### **PLUS MPN Confirmation Process**

Regulations require that a school that is authorized for multi-year use of the MPN develop and document a confirmation process. The purpose of this confirmation process is to provide a means for a borrower to accept or decline a loan made for a subsequent academic year under the multi-year feature of the MPN. It helps to provide for greater borrower control and understanding of loan debt.

For Direct Subsidized and Unsubsidized Loans, schools may choose between:

- A **passive** confirmation process (the borrower is notified of the new loan, but must take no action before funds are disbursed); or
- An **active** confirmation process (borrower action is required to accept or confirm a loan before funds are disbursed)

However, for Direct PLUS loans, an active confirmation process is required. Generally, PLUS Loan funds are not paid directly to the parent borrower, and PLUS Loan amounts are often significantly higher than subsidized and unsubsidized loan amounts. It is therefore particularly important for parents to have control over the borrowing process and to be aware of the loan debt they are incurring.

Examples of an active confirmation process that a school might use:

- Requiring the parent borrower to sign and return an award letter that indicates the specific amount of the PLUS Loan.
- Requiring the parent borrower to request a specific PLUS Loan amount and documenting that request.
- Documenting the parent borrower's acceptance of a loan through an electronic process that requires a personal identification number (PIN).



**Note:** For more details about the confirmation process for multi-year PLUS MPNs, see Direct Loan Bulletin 03-07 (Feb 2003) on IFAP.

**PLUS Disclosure Statement Rules**

- Disclosure statement required due to PLUS MPN
- School (O) or COD (S) may print
- COD will print 30 days before disbursement if approved credit decision
- COD will print immediately if Edit Only data is sent less than 30 days before disbursement

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**PLUS MPN Disclosure Statement**

With the availability of the MPN for PLUS, a Disclosure Statement is now required for PLUS borrowers. The Disclosure Statement, which includes information on the loan amount and anticipated disbursements, must be provided before or at the time of the first disbursement.

Schools may choose to print their own Disclosure Statements in EDEExpress by selecting "O" (Onsite) in DL System Setup. Or they may choose to have COD print their Disclosures for them, by choosing "S" (COD Prints). In either case, a Disclosure Statement for PLUS will not be printed if the borrower does not have an approved credit decision.

As with subsidized and unsubsidized loans, COD will print and mail PLUS Disclosures 30 days prior to the first anticipated disbursement. If the Edit Only data reaches COD less than 30 days prior to the first disbursement, COD will print the Disclosure immediately, unless the Disclosure Statement Print code on the student award indicates that the school has already provided it.



## **Instructor Demonstration: Originating with a PLUS MPN**

For a school that processes multi-year MPNs, the COD System and EDEExpress treat PLUS MPNs differently than they treat MPNs for subsidized and unsubsidized loans.

For subsidized and unsubsidized loans, EDEExpress will link the loan to an MPN if another loan exists in the database with a valid MPN status. It will also link if the DL *ISIR MPN Indicator* shows an active MPN exists. When the loan is originated in EDEExpress, the MPN status of the loan being linked changes to a "T" (School assumes MPN exists). When COD accepts the origination and verifies the MPN is valid, it officially links the loan to the note and returns an MPN status of A (Accepted).

The MPN status of "T" does not exist in EDEExpress for PLUS Loans. EDEExpress cannot make the assumption that a valid MPN exists because:

- The valid PLUS MPN on file could be for another parent
- A more recent credit decision may be required
- The valid PLUS MPN on file could be a single-loan note that required an endorser

In addition, when COD receives the origination, it may not be able to link the loan because the PLUS MPN on file is for another dependent student of the parent borrower.



## **Session 3—Disbursements**

### **Disbursements**

In this lesson you will:

- Identify changes to the disbursement process, relative to COD
- Relate your school's funding method to the disbursement process
- Examine the impact to your processes and determine possible enhancements



## Key Terms

### Actual Disbursement

A disbursement record submitted to the COD System in order to request or substantiate funding. Full Participants submit actual disbursement data on the Common Record with a Disbursement Release Indicator (DRI) = true.

### Disbursement

Title IV program funds disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED, or
- Institution funds used before receiving Title IV program funds

### Funding Method

The method by which schools receive their Pell and Direct Loan funds. For the Direct Loan program, funding methods include Advance Pay, Pushed Cash, Cash Monitoring 1 (CM1), Cash Monitoring 2 (CM2) and Reimbursement.



## Resources

### Available at <http://www.fsadownload.ed.gov>

- 2003-2004 COD Technical Reference Volume II: Common Record Full Participant Technical Reference
- 2003-2004 COD Technical Reference Volume V: Direct Loan & Pell Grant Combination System Supplement
- 2003-2004 COD Technical Reference Volume VIII: Appendices
- 2003-2004 EDEExpress Direct Loan Desk Reference
- 2003-2004 EDESuite Process Guide

### Available via IFAP at <http://www.ifap.ed.gov>

- EDEExpress Basics Web-based Training
- 2002-2003 Federal Student Aid Handbook: Volume VIII-Direct Loan and FFEL Programs
- The Blue Book (June 2001)
- Direct Loans School Guide (September 1999)

### 2003-2004 EDEExpress Online Help

#### Appendix A: 2003-2004 EDEExpress Changes

#### Appendix E: EDEExpress Direct Loan End-of-Entry Edits



## **Activity: Creating & Adjusting Disbursements from Within the Student Record**

### **Case 1**

At FSA College, you are approaching the first disbursement date for the first term of the year. You have identified a group of students with Edit Only disbursements that you need to record as **actual disbursements**. One of these students is Marcel Venturi, SSN 288-59-4787.

Follow these steps to complete the activity:

- Open Marcel's record in EDEExpress.
- Update the first **disbursement** for the subsidized loan to make it an actual disbursement. The disbursement date is 8/29/03.
- Save the data.

1. What method did you use to record the actual disbursement? \_\_\_\_\_

\_\_\_\_\_

2. What did you notice about the first Edit Only disbursement once you saved your data?

\_\_\_\_\_

\_\_\_\_\_

### **Case 2**

You have determined that it is time to report an actual disbursement for the subsidized loan for Susie McKinnel, SSN 194-63-3796. The date of the disbursement is 8/1/03 and the amount disbursed is actually \$1,000, less than the amount anticipated when the loan was created.

Follow these steps to complete the activity:

- Open Susie's record in EDEExpress.
- Report the first disbursement date as 8/1/03.
- Report the first disbursement gross amount as \$1,000.
- Indicate that the disbursement is an actual disbursement.
- Save the data.

## Session 3—Disbursements

### Case 2 (continued)

1. What method did you use to record the disbursement?

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2. What did you notice about the first Edit Only disbursement?

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### Case 3

Your office was notified by the Ecology Today Foundation on 8/1/03 that Brooke Bernini, SSN 115-97-4419, was awarded a scholarship. You need to reduce the amount of Brooke's subsidized loan from **\$2,625** to **\$1,000**. You want all of Brooke's disbursements to be equal, so you must reduce the amount of the first actual disbursement, as well as the remaining Edit Only disbursements.

Follow these steps to complete the activity:

- Open Brooke's record in EDEExpress.
- Adjust the first disbursement gross amount for the subsidized loan down to **\$250**.
- Adjust the remaining Edit Only disbursements to **\$250**.
- Save the data.
- Change the Loan Amount Approved to **\$1,000**.
- Save the data.

1. What method did you use to record the adjustment?

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2. What date did you report as the Adjustment Date?

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3. What did you notice about the first Edit Only disbursement?

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4. What did you notice about the remaining Edit Only disbursements?

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## Creating Actual Disbursements

Before you can enter an actual disbursement for a loan, you must have a signed MPN or an MPN Status of T (School Assumes MPN Exists at COD) or A (Accepted).

Check the Disbursement Release Indicator checkbox to copy all Edit Only disbursement information to the Actual Disbursement grid and use the scroll bars to display the information for all the disbursements.

| Step | Action                                                                                                                                                                                                                                                                            |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Select <b>File, Open</b> from the menu bar.                                                                                                                                                                                                                                       |
| 2    | Type the current or original SSN and click <b>OK</b> , or click the <b>ellipsis (...)</b> button, or click the <b>ISIR</b> button to display a list of records in the database and click on a record to select it. Click <b>OK</b> .                                              |
| 3    | Click the <b>Disburse</b> tab at the bottom of the screen.                                                                                                                                                                                                                        |
| 4    | If the student has more than one loan record, choose the appropriate loan ID by clicking <b>Record, Retrieve</b> on the menu bar. Select the correct loan ID from the list. You can also scroll between loan records by clicking on the right and left arrows below the menu bar. |
| 5    | Click the <b>Disbursement Release Indicator</b> checkbox in the row of the Edit Only disbursement you want to post. The Edit Only disbursement data is copied to the actual disbursement grid below.                                                                              |
| 6    | Select <b>File, Save</b> from the menu bar to save the changes. When you save an actual disbursement, the disbursement status updates to a value of <b>R</b> .                                                                                                                    |
| 7    | Select <b>File, Close</b> to exit the record.                                                                                                                                                                                                                                     |

## **Adjusting Actual Disbursements**

| <b>Step</b> | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                         |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>    | Select <b>File, Open</b> from the menu bar.                                                                                                                                                                                                                                                                                                                           |
| <b>2</b>    | Type the current or original SSN and click <b>OK</b> , or click the <b>ellipsis (...)</b> button, or click the <b>ISIR</b> button to display a list of records in the database and click on a record to select it. Click <b>OK</b> .                                                                                                                                  |
| <b>3</b>    | Click the <b>Disburse</b> tab at the bottom of the screen.                                                                                                                                                                                                                                                                                                            |
| <b>4</b>    | If the student has more than one loan record, choose the appropriate loan ID by clicking <b>Record, Retrieve</b> on the menu bar. Select the correct loan ID from the list. You can also scroll between loan records by clicking on the right and left arrows below the menu bar.                                                                                     |
| <b>5</b>    | From the Disbursement Number box located between the Edit Only and Actual Disbursement tables, select or type the number of the disbursement you are adjusting.                                                                                                                                                                                                       |
| <b>6</b>    | Enter <b>Disbursement Type A</b> to enter the new gross or net disbursement amount. Enter <b>Disbursement Type N</b> to enter the net adjustment amount.                                                                                                                                                                                                              |
| <b>7</b>    | Enter the <b>Disbursement Date</b> for the adjustment. When entering adjustments, the disbursement date should be the original date of the disbursement, not the date of adjustment.                                                                                                                                                                                  |
| <b>8</b>    | For Type A, type the new disbursement amount in the <b>Disbursement Amount</b> field. Enter the gross or net amount based on the option you selected in setup.<br><br>For Type N, if you are adjusting an actual disbursement downward, enter the “-” (minus sign) and the amount by which you want to reduce the net amount in the <b>Disbursement Amount</b> field. |
| <b>9</b>    | Click <b>Add</b> . EDEExpress calculates the net adjustment amount, adds a line to the table with the adjustment, and calculates a new total.                                                                                                                                                                                                                         |
| <b>10</b>   | Select <b>File, Save</b> from the menu bar to save the changes.                                                                                                                                                                                                                                                                                                       |



## Important Changes and Helpful Hints

### New Fields or Functions

- The Disbursement Release Indicator is a new field on the Disburse tab.
  - If the Disbursement Release Indicator is set to false (the checkbox is unmarked), the disbursement is *estimated* and COD accepts it as an Edit Only disbursement.
  - If the Disbursement Release Indicator is set to true (the checkbox is marked), the disbursement is *actual* and should be funded. When this field is checked, the Edit Only disbursement information for the corresponding row is copied into the Actual Disbursements grid as a new disbursement record and the row is disabled for further update.

### Changes Based on DRI Status

- You can change the date and/or amount of the Edit Only disbursement and then check the DRI if the estimated data is no longer accurate.
- If the DRI is checked and the disbursement status is **R** and you want to change the date or amount, you must delete the disbursement so that the Edit Only disbursement is no longer grayed out. Then make the necessary changes and check the DRI again.
- If the DRI is checked and the disbursement status is **B** or **A**, you must create a disbursement adjustment (**N** or **A**) to change the amount, or a date adjustment (**Q**) to change the date.
- EDEExpress will now allow you to save an actual disbursement when the loan status is at **R**. To save a disbursement, the MPN must still be at a status of **S**, **T**, **M** or **A**.
- To enter more than one transaction, you must save the record before entering an additional transaction.
- If you add a transaction to the table and want to remove it, close the current record without saving. Return to the record and enter the correct transaction.

### Deleting Data

- You can delete an actual disbursement from the Actual Disbursement table if the Disbursement Status is **R** (Ready to export) or **E** (Rejected). You can do this by clicking in the **Disb #** field for the row that you wish to delete, and selecting **File, Delete** from the menu.
- If you have more than one actual disbursement to delete, you must delete the highest disbursement number first. For example, if you have rejected 1<sup>st</sup> and 2<sup>nd</sup> disbursements, you have to delete the second disbursement before you can delete the first.
- You cannot delete actual disbursements with a status of **B** (Batched) or **A** (Accepted).

### Removed Items

- The Disbursement Confirmed flag was removed.
- Removed **D** and **U** as valid values from the Action Type field if entering data from within the Disburse tab. **D** and **U** are still available in multiple entry, but **U** now means **Update DRI to true**.



## Creating Disbursements Using Multiple Entry

You can use Multiple Entry to update the DRI = true to create actual disbursements. This can be accomplished using two different disbursement Action Types: D and U. Using the Multiple Entry function in EDEExpress allows you to enter disbursement information for a group of records at the same time, without opening each individual record.

The Step tables below provide instructions for using Multiple Entry to create actual disbursements. In addition, screen captures of these steps are provided on the pages that follow.

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Select <b>Process, Multiple Entry, Direct Loan</b> from the menu.                                                                                                                                                                                                                                                                                                                                                                                         |
| 2    | To enter actual disbursements select the <b>Disbursement Number</b> field. All the other required fields to update the disbursement are checked:<br>Disbursement Type<br>Disbursement Amount<br>Disbursement Date<br>First Disbursement                                                                                                                                                                                                                   |
| 3    | Click the <b>down arrow</b> in the <b>Disbursement Number Value</b> field and select the disbursement number to update.                                                                                                                                                                                                                                                                                                                                   |
| 4    | Click the <b>down arrow</b> in the <b>Disbursement Type Value</b> field and select the type to use.<br><br>Use a value <b>U</b> : EDEExpress sets the DRI = true and uses the Edit Only disbursement amount and date as the Actual Disbursement amount and date. No more entry is required. Skip to step 9 to select the report destination.<br><br>Use a value <b>D</b> : EDEExpress sets the DRI = true and you type the corresponding date and amount. |
| 5    | If you selected Disbursement Type <b>D</b> , the amount and date fields must be completed.                                                                                                                                                                                                                                                                                                                                                                |
| 6    | Type the <b>Disbursement Amount</b> in the <b>Value</b> field. You must enter the gross or net disbursement amount based on the option you selected in setup.                                                                                                                                                                                                                                                                                             |
| 7    | Type the <b>Disbursement Date</b> in the <b>Value</b> field. Type the value as MM/DD/CCYY. The software will add the slashes automatically.                                                                                                                                                                                                                                                                                                               |
| 8    | If the disbursement number that you entered is greater than 1 and you want to make this the first disbursement, mark the First Disbursement checkbox.                                                                                                                                                                                                                                                                                                     |
| 9    | Select the <b>Report Destination</b> : Screen, File or Printer. If you select File, you will need to identify the path and filename to save the file.                                                                                                                                                                                                                                                                                                     |
| 10   | Select the records to update.<br><br>Click the <b>Selection Criteria</b> button. The Selection Criteria dialog box displays.                                                                                                                                                                                                                                                                                                                              |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                         |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11   | Click the <b>ellipsis (...)</b> button next to the Query Title text entry box to select a query.<br>Use a query that will filter records that have an acceptable MPN Status of S, A, T or M and identifies the disbursement number as not having an actual amount recorded.                                                                                                    |
| 12   | (Optional) Click <b>Select Records</b> to select particular records from the query-filtered list.<br>Click the checkbox in the Selected column for each record you want to update.<br>Click <b>OK</b> when you have selected the desired records.                                                                                                                              |
| 13   | Click <b>OK</b> to update the selected records.                                                                                                                                                                                                                                                                                                                                |
| 14   | This dialog box lists the records that will be updated in Last Name order. Each field you update appears in a column to the right of the Last Name column. The values you selected appear in the column under each field.<br><br>When the fields for the records contain the correct values and you have finished reviewing the list, click <b>Save</b> to update the records. |
| 15   | The <b>Record updates pending, save changes?</b> dialog appears.<br>Click <b>Yes</b> to save your changes.<br>Click <b>Yes</b> again.                                                                                                                                                                                                                                          |
| 16   | The Multiple Entry Edit Report appears. Click the <b>Zoom In</b> button to view the student information.<br>Click <b>Close</b> when you are finished.                                                                                                                                                                                                                          |
| 17   | If you are finished with Multiple Entry, click <b>Cancel</b> to close the Multiple Entry dialog box.                                                                                                                                                                                                                                                                           |



## Multiple Entry Dialog Box

Using the Disbursement Type D, we can add an actual disbursement to the record shown on the previous page and indicate a disbursement date and amount that differ from the Edit Only data.

Direct Loan Multiple Entry - Field/Records Selection

Default

| # | Select                              | Field                     | Value                    | Change to                |
|---|-------------------------------------|---------------------------|--------------------------|--------------------------|
| 1 | <input type="checkbox"/>            | Inactive Loan?            |                          | <input type="checkbox"/> |
| 2 | <input type="checkbox"/>            | MPN Status                |                          | <input type="checkbox"/> |
| 3 | <input type="checkbox"/>            | Date Signed Note Received |                          | <input type="checkbox"/> |
| 4 | <input checked="" type="checkbox"/> | Disbursement Number       | 1                        | <input type="checkbox"/> |
| 5 | <input checked="" type="checkbox"/> | Disbursement Type         | D                        | <input type="checkbox"/> |
| 6 | <input checked="" type="checkbox"/> | Disbursement Amount       | 1000                     | <input type="checkbox"/> |
| 7 | <input checked="" type="checkbox"/> | Disbursement Date         | 08/01/2003               | <input type="checkbox"/> |
| 8 | <input checked="" type="checkbox"/> | First Disbursement        | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | <input type="checkbox"/>            | College Grade Level       |                          | <input type="checkbox"/> |

SSN File

File...

Report Destination

☒ Printer ☐ File ☐ Screen

File...

Sort By: Last Name

OK Cancel Help Selection Criteria

BEST COPY AVAILABLE

3185 JIA 11/17/03 183

## Disburse Tab Updated With Multiple Entry

Using the Multiple Entry options from the previous page, the actual disbursement was added with the amount \$1,000 and a date of 8/1/2003. Note the software also updated the Edit Only disbursement to reflect the change in amount and date.

2003 - 2004 EDEExpress for Windows - [(1946)3796-S;04-G99997-001] SUSIE A. MCKINNEL

File Record View Help

Direct Loan

Loan Type: DIRECT SUBSIDIZED Loan #: 1 of 2 Loan Amount Approved: \$7,000  
 Loan Status: A MPN Status: M  
 Loan Entrance Interview Date:

Edit Only Disbursements:

| #       | Date       | Gross | Fee | Rebate | Net Amount | Disbursement Release Indicator      | First Disbursement?      | Exp to External                     |
|---------|------------|-------|-----|--------|------------|-------------------------------------|--------------------------|-------------------------------------|
| 1       | 08/01/2003 | 1000  | 30  | 15     | 985        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2       | 09/17/2003 | 1750  | 52  | 26     | 1724       | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3       | 11/26/2003 | 1750  | 52  | 26     | 1724       | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4       | 02/05/2004 | 1750  | 52  | 26     | 1724       | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Totals: |            | 6250  | 185 | 83     | 6157       |                                     |                          |                                     |

Action

Disbursement:  Type:  Date:  Amount:  Add

Actual Disbursements

Payments to Servicing

| #       | Disb # | Type | Date       | Seq # | Gross | Fee | Rebate | Net | Net Adj | Status | Reject Codes | Docum |
|---------|--------|------|------------|-------|-------|-----|--------|-----|---------|--------|--------------|-------|
| 1       | 1      | D    | 08/01/2003 | 1     | 1000  | 30  | 15     | 985 | 0       | R      |              |       |
| Totals: |        |      |            |       | 1000  | 30  | 15     | 985 |         |        |              |       |

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## Disbursement Entry Methods

| From Disburse Tab                                                                                                                                                         | Using Multiple Entry                                                                                                                                                                                                                                                                  | Result                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Entering Disbursements</b>                                                                                                                                             |                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                            |
| Check Disbursement Release Indicator box and save.                                                                                                                        | Enter Disbursement Number, and Disbursement Type = U.                                                                                                                                                                                                                                 | DRI is set to true and disbursement data will be included in next export. All data for the specific disbursement number mirrors the data for the same disbursement number in the Edit Only grid. A sequence number of 1 is assigned to the disbursement. The Edit Only disbursement is now disabled. No changes can be made to the Edit Only disbursement. |
| Change date and/or amount (for amount, enter Gross or Net based on Setup) for selected disbursement in Edit Only grid. Check Disbursement Release Indicator box and save. | <p>Enter Disbursement Number, Disbursement Type = D, Disbursement Amount (Gross or Net, based on Setup), and Disbursement Date.</p> <p>-OR-</p> <p>Enter Disbursement Number and Disbursement Amount and/or Date. Save. Then enter Disbursement Number and Disbursement Type = U.</p> | DRI is set to true and disbursement data will be included in next export. All data for the specific disbursement number mirrors the data for the same disbursement number in the Edit Only grid. A sequence number of 1 is assigned to the disbursement. The Edit Only disbursement is now disabled. No changes can be made to the Edit Only disbursement. |

## Disbursement Entry Methods (continued)

| From Disburse Tab                                                                                                                                                                                 | Using Multiple Entry                                                                                                                                              | Result                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjusting Disbursements</b>                                                                                                                                                                    |                                                                                                                                                                   |                                                                                                                                                                                                                                                                                |
| In the Action row, select disbursement number, select type = A, enter disbursement date, and enter adjusted disbursement amount (Gross or Net, based on Setup). Save.                             | Enter Disbursement Number, Disbursement Type = A, adjusted Disbursement Amount (Gross or Net, based on Setup), and Disbursement Date.                             | Adjusted disbursement will be included in next export, with DRI = true. The adjustment is assigned a sequence number of 2 or higher (depending on how many times you've adjusted this particular disbursement). No corresponding transaction is entered in the Edit Only grid. |
| In the Action row, select disbursement number, select type = N, enter disbursement date, and enter net adjustment amount (you must enter a negative sign if this is a downward adjustment). Save. | Enter Disbursement Number, Disbursement Type = N, net adjustment amount (you must enter a negative sign if this is a downward adjustment), and Disbursement Date. | Adjusted disbursement will be included in next export, with DRI = true. The adjustment is assigned a sequence number of 2 or higher (depending on how many times you've adjusted this particular disbursement). No corresponding transaction is entered in the Edit Only grid. |
| In the Action row, select disbursement number, select type = Q, and enter corrected disbursement date. Save.                                                                                      | Enter Disbursement Number, Disbursement Type = Q, and corrected Disbursement Date.                                                                                | Date adjustment will be included in next export, with DRI = true. The adjustment is assigned a sequence number of 2 or higher (depending on how many times you've adjusted this particular disbursement). No corresponding transaction is entered in the Edit Only grid.       |

**The Funding Process**• **Funding Methods**

- Definition
- Netting with pushed cash
- Report disbursements with accepted MPNs

**Funding Methods**

Your *funding method* indicates how your school substantiates disbursements and receives cash from GAPS.

The following are the Direct Loan Funding Method options:

| <b>DL Funding Methods</b> | <b>Calendar Days before Disbursement Date Disbursement can be Submitted</b> |
|---------------------------|-----------------------------------------------------------------------------|
| Advance Pay               | 7                                                                           |
| Pushed Cash               | 7                                                                           |
| Cash Monitoring 1 (CM1)   | 7                                                                           |
| Cash Monitoring 2 (CM2)   | On or after disbursement date                                               |
| Reimbursement             | On or after disbursement date                                               |

New for 2003-2004, there is a new field in your Direct Loan School Setup called Funding Method. This field determines the number of days prior to the actual disbursement date that a record may be submitted to COD.



**Note:** *Funding processes for Advance Pay schools have not changed since 2002-2003.*

### ***Pushed Cash***

New for 2003-2004, your funding method determines the number of days before a disbursement date that EDEExpress will allow the DRI to be set to true and have the disbursement affect your CFL. For Pushed Cash schools processing Direct Loan Disbursements, the DRI can be checked (true) no greater than 7 days prior to the disbursement date.

If COD accepts Direct Loan Disbursement records with Disbursement Release Indicator (DRI) = true (checked), the total of those disbursements becomes the school's Direct Loan Program Current Funding Level (CFL). The funds will automatically be deposited in the school's designated bank account via Electronic Funds Transfer (EFT). The school does not have a CFL until COD accepts and posts actual (DRI = true) disbursements.

#### **Netting of Funds**

As a Pushed Cash school, you may submit all types of disbursement data in a document to COD, including adjustments to previously submitted actual disbursements. The net total of the actual disbursements that COD accepts is the amount that is "pushed" to your account.

For example, you submit two disbursements; one for \$2,000 and another that is a downward adjustment of \$500 to a previously submitted disbursement. The amount of cash that is pushed to your account then is \$1,500.

#### **Report Disbursements with Accepted MPN**

In 2003-2004, Pushed Cash schools must continue to wait for an accepted MPN before submitting actual disbursement data, or the disbursement data will reject. You must have a business process in place to verify that students have an accepted MPN on file at COD prior to posting disbursements.

## **Session 4—Exports and Imports**

### ***Exports and Imports***

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In this lesson you will:

- Identify changes to the export and import processes due to COD
- Understand how these changes impact your school's business processes



## **Key Terms**

### **Document Activity (formerly Batch Activity)**

A grid showing all the documents that were imported to or exported from the school's EDEExpress database. A new feature for 2003-2004 is that when you browse through the Document Activity grid you see all Pell and DL documents.

### **Receipt**

Notification sent from the COD System indicating the system has received a school's Common Record and that it is readable and complies with the XML schema.

### **Regenerate**

An EDEExpress function that creates a new copy of a previously exported document. EDEExpress saves the new copy under a new Document ID with a new filename extension. You can only regenerate Direct Loan and/or Pell documents that have a Document Status of **R** (rejected) or **blank** (no response received).

### **Response**

Document returned after processing is complete (formerly called an acknowledgement). Contains updated information, including edit comments and rejects, where applicable.

- **Full Response:** Contains all the original tags sent by the school as well as the rejected data elements and reason codes.
- **Standard Response:** Contains information (reject codes and explanation) pertaining only to those elements that did not pass edits.



## **Resources**

**Available at <http://www.fsadownload.ed.gov>**

- 2003-2004 COD Technical Reference Volume II: Common Record Full Participant Technical Reference
- 2003-2004 COD Technical Reference Volume V: Direct Loan & Pell Grant Combination System Supplement
- 2003-2004 EDEExpress Direct Loan Desk Reference
- 2003-2004 EDESuite Process Guide

**Available via IFAP at <http://www.ifap.ed.gov>**

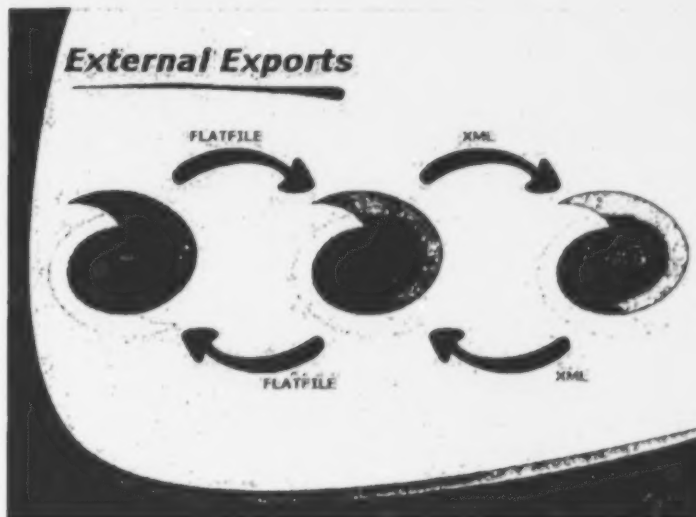
- EDEExpress Basics Web-based Training

**2003-2004 EDEExpress Online Help**

**Appendix A: 2003-2004 EDEExpress Changes**

**Appendix E: Exporting to an External System, Import Edit Report**

### External Exports



### Exporting Data to an External System

You still can export data from your EDEExpress database to an external system using an ASCII text flat file. For 2003-2004, there are few changes to the external export. As is typical from one year to the next, the changes pertain to new, modified, or eliminated fields.



**Note:** The *Export to External* field indicates whether or not actual disbursement information for the loan record is available to be exported to an external system. The value for this field is initially Y. It changes to N only if actual disbursement data for this record has been exported to an external system.



#### Tips:

- See the *2003-2004 Common Origination and Disbursement (COD) Technical Reference* for Direct Loan export record layouts and for information on using data from EDEExpress with other systems.
- See the online help in EDEExpress for information on creating and using file formats.
- See Appendix E for instructions on how to export data from EDEExpress to an external system.

### Exports and Imports

- Batches are now called *documents*.
- Only two message classes for COD:
  - Exports = *COMRECIN*
  - Imports = *COMRECOP*
- Acknowledgements are now called *responses*

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### Exports and Imports

In the COD System, Common Record (XML) files are called documents. Common Record (XML) files that have been processed by COD are sent back to you as *responses*. Files in flat file format (non-XML) (i.e., SAS, DL Rebuild file, Entrance and Exit Counseling Results and External Import Files) are still called batches. COD will return an acknowledgement for each batch.

COD uses only two message classes for Common Record exports and imports:

- *COMRECIN* for exports
- *COMRECOP* for imports



**Note:** The COD Common Record import and export message class names do not contain the program year. Filename extensions increment up to .999 as they do now, then EDEExpress alerts you that you can save the files to another location. The numbering then begins again.



**Tip:**

See Appendix A for a listing of important changes to the 2003-2004 EDEExpress software.

### Exports and Imports

- Can export Direct Loan and Pell data together or separately
- Same Document Activity grid for Direct Loan and Pell

## Exports and Imports

EDEExpress exports Direct Loan information in one COD Common Record document that may include a combination of Edit Only (origination), change and actual disbursement data. You may also choose to combine both Direct Loan and Pell Grant data in one Common Record document.

You can send the actual disbursement data at the same time or after you send the Edit Only data. However, in order to send actual disbursement data separately from Edit Only data, you must use a query that selects only the actual disbursement data. Whatever data you select to export (Edit Only data with or without actual disbursement data) will be placed in the same message class—COMRECIN. After this data is received and processed, you'll receive a single response with the message class COMRECOP.



**Note:** *We strongly recommend that your school establish a regular import and export schedule. The timeliness of your exports to COD—as well as your imports of receipts and responses—is critical to the Direct Loan process.*



#### Tip:

EDEExpress assigns a unique document ID to every document that you export. At the conclusion of the export process, an Export Statistics box displays the document ID.

You can view the list of documents that have been exported on the **Document Activity** tab under **Tools, Browse, Direct Loan**. While the grid is the same for both Direct Loan and Pell, the reports generated are different.

### Exporting Data to COD

- Origination and disbursement data is exported in one **Common Record**
- **One** message class for exporting origination/Edit Only, disbursement, and change data
  - **COMRECIN**
- Selection criteria buttons
  - DL Orig/Edit Only
  - DL Disbursements

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### Exporting Data to COD

Instead of exporting separate batches of Direct Loan origination, disbursement and change records, EDEExpress now exports all Direct Loan data in a COD Common Record document. You may choose to combine both Direct Loan and Pell data in one Common Record.



#### Notes:

- *As in the past, you must still export disbursements and disbursement adjustments within 30 days of their occurrence.*
- *Inactive loans are excluded from the Common Record export to COD.*
- *Once Edit Only data has been exported to COD, any change to that data will be automatically exported in the next Common Record.*

### Regenerating Documents

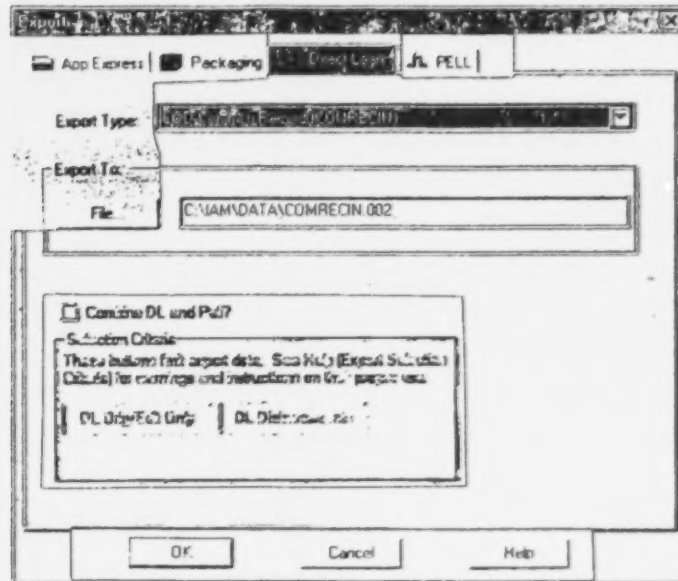
The **regenerate** function creates a new copy of a previously exported document. EDEExpress saves the new copy under a new Document ID and with a new filename extension. You should only regenerate a file if you have lost or accidentally deleted an exported file that was not transmitted to COD, or if COD never received your file. Before regenerating a file, you should first verify (by using the COD Website and/or by calling your COD CSR) that COD never received the missing file.



Note: You can only regenerate documents that have a status of blank (no response received) or R (rejected).



## Selection Criteria and Queries



The DL Orig/Edit Only and DL Disbursements buttons access the Selection Criteria and Query functions for the Export dialog box. The DL Orig/Edit Only button corresponds to and retrieves Edit Only data from the Loans tab. The DL Disbursements button corresponds to and retrieves disbursement data. If you use neither button, all Direct Loan data with a status of R (Ready to Send) or E (Rejected) are exported.

The Selection Criteria function works a bit differently here than in the other parts of EDEExpress. To export Edit Only and disbursement data for the same students, *you must use both buttons to select the records*, or you might export more records than you intended. For example, if you use the DL Orig/Edit Only button to select seven records and then start the export, those seven records plus *all* disbursement data with a status of R or E are exported. Similarly, if you select seven records using the DL Disbursements button, those seven records plus *all* Edit Only records at status R are exported.



### Tip:

To exclude rejected records from your export, you can create queries that select on loan status or disbursement status not equal to E. You'll need two different queries—one that applies to the DL Orig/Edit Only button and another that applies to the DL Disbursements button.

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## Selection Criteria and Queries (continued)

The table below shows the way the buttons would work in different scenarios with five student records. "R" status means "Ready to Export."

| DL Orig/Edit Only Button | DL Disbursements Button       | What happens?                                                                                                                                                                          |
|--------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select five records      | Select the same five records  | Only those five records export                                                                                                                                                         |
| Select five records      | Select five different records | Only the five originations and five disbursements export; disbursements are rejected if corresponding Edit Only data was not previously accepted at COD                                |
| Select five records      | Not used                      | The five origination records plus all disbursements in database at R or E status export; disbursements are rejected if corresponding Edit Only data was not previously accepted at COD |
| Not used                 | Select five records           | The five disbursements plus all originations at R or E status in the database export                                                                                                   |
| Not used                 | Not used                      | All records at R or E status in the database export                                                                                                                                    |

EDEExpress still treats origination and disbursement data separately, because we know that you're accustomed to working with separate origination and disbursement records. Of course, now the data is exported to COD in one record—the COD Common Record.



**Note:** When exporting Direct Loan data, there is no way to exclude a change to a previously batched Edit Only record. For example, if you select five Edit Only records and five disbursement records, you will send the five Edit Only records, the five disbursements, plus any "change" data that had not been previously exported.

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## Instructor Demonstration

In this demonstration, the instructor will use EDEExpress to export a Common Record document using a query.

### Export a Document

Here are the steps for exporting a document to send to COD. Both origination and disbursement records are included in the document.

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Select <b>File, Export</b> , then the <b>Direct Loan</b> tab.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2    | Select <b>COD Common Record (COMRECIN)</b> for the export type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3    | Verify the file location and change if necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4    | If you want to combine Pell and Direct Loan data in this document, mark the <b>Combine DL and Pell?</b> checkbox in the Export dialog box.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5    | <p>You can export all data that is ready to send, or you may choose specific data to include in the export document by using selection criteria or queries.</p> <p>Choose data to include in the export document by using selection criteria and queries. You can use either or both of these buttons to select the data, but we recommend using both:</p> <p><b>DL Orig/Edit Only</b> selects origination data (on the Loans tab). Select the same records with DL Disbursements button if you do not want to export all disbursement data in the database also.</p> <p><b>DL Disbursements</b> selects disbursement data (on the Disburse tab). Select the same records with DL Orig/Edit Only button if you do not want to export all origination data in the database also.</p> |
| 6    | Click <b>OK</b> . A progress bar appears within an In Progress box, which displays the document file name and document ID.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



**Note:** EDEExpress assigns a document ID to each document that is exported or imported.



#### Tip:

The next two pages provide sample screen captures of the batch search functionality on the COD Website.

## Session 4—Exports and Imports

### COD Website Batch Search



U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGINATION & DISBURSEMENT



Person
School
Batch
Award
Reports
User
Program

▼ Batch Search

► Action Queue

**Batch Search**

Use this screen to search for existing batches to modify.

To search for batches for a particular school, please enter the School ID and the date range:

Entity ID Type:  Entity ID:

Start Date:

End Date:

Status:

---

To search for a specific batch, please enter the Batch ID:

Batch ID:

---

To search for all records for a particular person, enter their SSN. To filter the list by status, enter the status:

SSN:

Status:

?

HELP



U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGINATION & DISBURSEMENT



Person
School
Batch
Award
Reports
User
Program

▼ Batch Search

► Action Queue

**Search Results**

Click on a batch id from the list below to view detailed information about the batch.

Entity ID

00999900

School Name

FSA UNIVERSITY (U)

Begin Date

02/24/2003

End Date

03/06/2003

Records 1 to 2 of 2

| Batch ID                  | Date Received / Date Response Sent | Status   | Students | Accepted | Rejected |
|---------------------------|------------------------------------|----------|----------|----------|----------|
| #D3G0999920030305144800   | 03/05/2003                         | Accepted | 3        | 3        | 0        |
| #O20030099920030305122755 | 03/05/2003                         | Accepted | 1        | 1        | 0        |

?

HELP

|                                                                                                 | <b>U.S. DEPARTMENT OF EDUCATION</b><br><b>COMMON ORIGINATION &amp; DISBURSEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------|------------------|-----------------------------|--------------------|----------|------------|----------------------------------------------------------------------------------------------------------|--|--|-----------------|---------------|-----------------------|----------------------------|----------|---|-------|--|--|-------------------------------------------|----------------------------------|--|------------|--------|--|-------|--|--|-----------------------|-------------------------------------|--|---|--------|--|-------|--|--|----------------------------------------------|------------------------------------------------------------------|--|---|--------|--|-------|--|--|-------------------------------------|--------------------------------------------------|--|---|--------|--|------------|------|-----|----------|---------|------|-------------|----------------------|--------------|--|
| <a href="#">Person</a>                                                                                                                                                           | <a href="#">School</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <a href="#">Batch</a>                                                               |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <a href="#">Award</a> <a href="#">Reports</a> <a href="#">User</a> <a href="#">Program</a>                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <p>▷ <a href="#">Batch Search</a></p> <p>▼ <a href="#">Batch Information</a></p> <p style="padding-left: 20px;"><a href="#">Detail</a></p> <p>▷ <a href="#">Action Queue</a></p> | <p>Return to: <a href="#">Batch List</a></p> <p><b>Batch Detail Information</b> <span style="float: right;">? <a href="#">HELP</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>School</b></td> <td style="width: 33%;"><b>Entity ID</b></td> <td style="width: 34%;"><b>Batch Date Processed</b></td> </tr> <tr> <td>FSA UNIVERSITY (D)</td> <td>00999900</td> <td>03/05/2003</td> </tr> </table><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: right;"><b>Program:</b> <span style="border: 1px solid black; padding: 2px;">All</span> <input type="checkbox"/></td> </tr> <tr> <td style="width: 33%;"><b>Batch ID</b></td> <td style="width: 33%;"><b>Status</b></td> <td style="width: 34%;"><b>Total Students</b></td> </tr> <tr> <td>#0200300999920030305122755</td> <td>Accepted</td> <td>1</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td><b>Total Award Amount School Reported</b></td> <td colspan="2"><b>Total Award Amount By COD</b></td> </tr> <tr> <td>\$1,650.00</td> <td colspan="2">\$0.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td><b>Total Accepted</b></td> <td colspan="2"><b>Total Dollar Amount Accepted</b></td> </tr> <tr> <td>1</td> <td colspan="2">\$0.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td><b>Total Award Accepted with Corrections</b></td> <td colspan="2"><b>Total Disbursement Dollar Amount Accepted with Correction</b></td> </tr> <tr> <td>0</td> <td colspan="2">\$0.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td><b>Total Award Records Rejected</b></td> <td colspan="2"><b>Total Disbursement Dollar Amount Rejected</b></td> </tr> <tr> <td>0</td> <td colspan="2">\$0.00</td> </tr> </table><br><p>Enter filter criteria here to narrow down your search.</p> <p>SSN: <input style="width: 100px;" type="text"/> Status: <span style="border: 1px solid black; padding: 2px;">All</span> <input type="checkbox"/> <span style="margin-left: 10px;"><a href="#">Apply Filter</a></span> <span style="margin-left: 10px;"><a href="#">Reset Filter</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Award Year</th> <th style="width: 30%;">Name</th> <th style="width: 30%;">SSN</th> <th style="width: 20%;">Award No</th> <th style="width: 10%;">Disb No</th> </tr> <tr> <td>2003</td> <td>JOE COLLEGE</td> <td>123456789 - Accepted</td> <td>0 - Accepted</td> <td></td> </tr> </table> <p>Records 1 to 1 of 1</p> |                                                                                     | <b>School</b> | <b>Entity ID</b> | <b>Batch Date Processed</b> | FSA UNIVERSITY (D) | 00999900 | 03/05/2003 | <b>Program:</b> <span style="border: 1px solid black; padding: 2px;">All</span> <input type="checkbox"/> |  |  | <b>Batch ID</b> | <b>Status</b> | <b>Total Students</b> | #0200300999920030305122755 | Accepted | 1 | <hr/> |  |  | <b>Total Award Amount School Reported</b> | <b>Total Award Amount By COD</b> |  | \$1,650.00 | \$0.00 |  | <hr/> |  |  | <b>Total Accepted</b> | <b>Total Dollar Amount Accepted</b> |  | 1 | \$0.00 |  | <hr/> |  |  | <b>Total Award Accepted with Corrections</b> | <b>Total Disbursement Dollar Amount Accepted with Correction</b> |  | 0 | \$0.00 |  | <hr/> |  |  | <b>Total Award Records Rejected</b> | <b>Total Disbursement Dollar Amount Rejected</b> |  | 0 | \$0.00 |  | Award Year | Name | SSN | Award No | Disb No | 2003 | JOE COLLEGE | 123456789 - Accepted | 0 - Accepted |  |
| <b>School</b>                                                                                                                                                                    | <b>Entity ID</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Batch Date Processed</b>                                                         |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| FSA UNIVERSITY (D)                                                                                                                                                               | 00999900                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 03/05/2003                                                                          |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <b>Program:</b> <span style="border: 1px solid black; padding: 2px;">All</span> <input type="checkbox"/>                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <b>Batch ID</b>                                                                                                                                                                  | <b>Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Total Students</b>                                                               |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| #0200300999920030305122755                                                                                                                                                       | Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1                                                                                   |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <hr/>                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <b>Total Award Amount School Reported</b>                                                                                                                                        | <b>Total Award Amount By COD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| \$1,650.00                                                                                                                                                                       | \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <hr/>                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <b>Total Accepted</b>                                                                                                                                                            | <b>Total Dollar Amount Accepted</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| 1                                                                                                                                                                                | \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <hr/>                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <b>Total Award Accepted with Corrections</b>                                                                                                                                     | <b>Total Disbursement Dollar Amount Accepted with Correction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| 0                                                                                                                                                                                | \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <hr/>                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| <b>Total Award Records Rejected</b>                                                                                                                                              | <b>Total Disbursement Dollar Amount Rejected</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| 0                                                                                                                                                                                | \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |               |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| Award Year                                                                                                                                                                       | Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SSN                                                                                 | Award No      | Disb No          |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |
| 2003                                                                                                                                                                             | JOE COLLEGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 123456789 - Accepted                                                                | 0 - Accepted  |                  |                             |                    |          |            |                                                                                                          |  |  |                 |               |                       |                            |          |   |       |  |  |                                           |                                  |  |            |        |  |       |  |  |                       |                                     |  |   |        |  |       |  |  |                                              |                                                                  |  |   |        |  |       |  |  |                                     |                                                  |  |   |        |  |            |      |     |          |         |      |             |                      |              |  |



### Importing Receipts and Responses

- One message class for importing origination/Edit Only, disbursement, and change record receipts and responses  
– **COMRECOP**
- **Receipt** confirms that COD received your data and can read it
- **Response** is the document returned after processing
- Import edit report indicates the number of accepted records

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## Receipts and Responses

After COD receives the data you export, a *receipt* is sent to your school to confirm that COD received the data and that it follows the XML schema. You'll get a receipt for every Common Record (COMREC) document sent to COD. While the receipts you import into EDEExpress are recorded in the document activity, they don't update any data in the EDEExpress database.

Then after COD processes your data, a Common Record *response* document is returned. The response replaces the Origination Acknowledgement, Change Acknowledgement, and Disbursement Acknowledgement import types, and it contains all data elements, including rejected data and edits.

EDEExpress also updates the corresponding document ID in the Document Activity database with a response date and displays any reject reasons on the Loans and/or Disburse tabs. EDEExpress updates the loan status and disbursement status codes for each record in the document with A (Accepted) or E (Rejected).

As with other EDEExpress imports, an Import Edit report is generated that reports statistics about the import at the end of the import process. Information about Edit Only, changes to Edit Only, and disbursement data appears in separate sections of the report. The totals at the end of the report indicate the number of accepted records in the document. Records that have been accepted or rejected are listed in detail and appear in the totals section at the bottom of the report.

### Edit Codes

Reasons for rejects are indicated by three-digit edit codes. These edit codes are categorized as Warning (W) or Rejected (R). When you import responses, these codes and any rejected data elements are included to explain what happened to your data in processing. After you've resolved the rejects, EDEExpress includes the corrected data in the next Common Record export.

## Receipts and Responses (continued)

### Document Integrity

COD returns a Common Record receipt and a Common Record response (COMRECOP) file for every Common Record (COMRECIN) file your school submits. Both the receipt and the response always contain the document ID of the corresponding submission. The response contains the same number of records as the exported document.

The document integrity rule applies to Common Record exports initiated by your school. However, it does not apply to COD initiated batches, data imported from other EDEExpress modules, or data imported from external files.



**Note:** COD acknowledges MPNs as they are processed and generates a unique document ID, which is returned with the response. This COD-generated document ID is not the same as the manifest document ID generated by EDEExpress.

### Other Responses

Booking notifications, MPN acknowledgements, PLUS credit decision overrides, and servicer refunds are no longer sent in their previous message classes. All are sent to the school via a Common Record response. The import edit report, when printed, will indicate in the title what kind of data the COMREC contains.



**Note:** You cannot build or rebuild an EDEExpress database by importing only the COD response. If you need to rebuild your database, request a DL Rebuild file and use DL Tools to rebuild the database.



**Tip:**

The edit codes are listed in the 2003-2004 COD Technical Reference, which is available for download at [FSAdownload.ed.gov](http://FSAdownload.ed.gov).

 **Instructor Demonstration**

**Import a Receipt or Response**

To import a receipt or response you've received from COD:

| Step | Action                                                          |
|------|-----------------------------------------------------------------|
| 1    | Select <b>File, Import</b> , then the <b>Direct Loan</b> tab.   |
| 2    | Select <b>COD Common Record (COMRECOP)</b> for the import type. |
| 3    | Verify the file location and change if necessary.               |
| 4    | Choose the destination for the Import Edit report.              |
| 5    | Click <b>OK</b> to start the import.                            |

**Import Edit Report**

You may want to extract and distribute the different sections of the Import Edit report to certain staff members at your school. Here's how to create a new file containing that information:

| Step | Action                                                                                                                               |
|------|--------------------------------------------------------------------------------------------------------------------------------------|
| 1    | When you import the response document, choose <b>File</b> as the report destination in the Import dialog box.                        |
| 2    | After the import is finished, use Notepad or WordPad to open the file where you saved the Import Edit report.                        |
| 3    | Select the sections of the report that you want to include in the new file.                                                          |
| 4    | Use the right-click menu or press <b>Ctrl-C</b> to copy the sections to the Windows clipboard.                                       |
| 5    | Select <b>File, New</b> from the menu bar and use the right-click menu or press <b>Ctrl-V</b> to paste the sections into a new file. |
| 6    | Save the file with a new name.                                                                                                       |



**Tip:**

See Appendix E for an example of a response.

## Document Activity Grid

The Document Activity grid shows imported and exported documents. The imported document can be identified by a date recorded in the Response Import Date column and a Response type recorded in the Document Activity column.

Browse Direct Loan

Sub/Unsub PLUS Disbursements Document Activity Query Fields

| Document ID              | Document Type | Document Status | Receipt    |
|--------------------------|---------------|-----------------|------------|
| 200303110034399210010100 | MF            |                 |            |
| 200303110036262510010100 | RS            | A               | 03/11/2003 |
| 200303280756306610010100 | MF            |                 |            |
| 200303280800016610010100 | RC            | A               | 03/29/2003 |
| 200308111236425110010100 |               |                 |            |
| 200309221321183910010100 |               |                 |            |
| 200309221647158710010100 | RS            | A               | 03/10/2003 |
| 200309242335082910010100 |               |                 |            |
| 200309242349315110010100 |               |                 |            |
| 200310110257076210010100 | RC            | A               | 10/12/2003 |
| 200401152217096310010100 | RS            | A               | 03/11/2003 |

Record 10

OK Help



Tip:

You can also track the status of batches via the COD Website at <https://cod.ed.gov>.

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## Session 4—Exports and Imports

### Fields in the Document Activity Database

| Field                        | Use                                                                                                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document ID                  | The Date and Time stamp with the Source Entity ID. The format is:<br>CCYY-MM-DDTHH:mm:ss.ff99999999                                                                                                 |
| Regenerate ID, Date and Time | Information about the user and when the file was regenerated                                                                                                                                        |
| Import File Name             | Drive and path location and name of file imported (all Common Record files are COMRECOP)                                                                                                            |
| Export File Name             | Drive and path location and name of file assigned and exported by EDEExpress (all Common Record files are COMRECIN)                                                                                 |
| Document Type                | The type of document returned from COD in the COMRECOP message class<br>RC Receipt<br>RS Response<br>PN Promissory Note<br>CO Credit Decision<br>BN Booking Notification<br>PS Payment to Servicing |
| Document Status              | Information provided in the receipt as to the acceptance or rejection of the document by COD                                                                                                        |
| Receipt Import Date          | Date the receipt was imported into EDEExpress                                                                                                                                                       |
| Response Import Date         | Date the response was imported into EDEExpress                                                                                                                                                      |
| Process Date                 | Date that the document was processed by COD                                                                                                                                                         |
| Add ID, Date and Time        | Information about the user and when the file was imported or exported                                                                                                                               |
| Update ID, Date and Time     | Information about the user and when the file was imported or exported, such as a response to a document                                                                                             |



Will any of the changes discussed so far today allow you to streamline your existing procedures or Direct Loan processing? What enhancements might you make to your current business process?

Blank lined paper.

## ***Session 5—Data Management***

### ***Data Management***

In this session you will:

- Use a combination of queries, EDExpress reports, and COD reports to effectively manage data
- Identify web-based tools to research and accurately resolve data issues

## **Resources**

**Available at <http://www.fsadownload.ed.gov>**

- 2003-2004 COD Technical Reference Volume II: Common Record Full Participant Technical Reference
- 2003-2004 COD Technical Reference Volume VIII: Appendices
- 2003-2004 EDEExpress Direct Loan Desk Reference
- 2003-2004 EDESuite Process Guide

**Available via IFAP at <http://www.ifap.ed.gov>**

- EDEExpress Basics Web-based Training
- COD Computer Based Training

### **2003-2004 EDEExpress Online Help**

#### **Electronic Announcements, Bulletins, Letters**

- Updated COD Website Access for Schools: Posted 3/18/03 at <http://www.ifap.ed.gov/cod/0318Schoolaccess.html>

#### **FAA Access to CPS Online**

- Available at: <http://www.fafsa.ed.gov/FAA/faa.htm>

#### **Appendix A: 2003-2004 EDEExpress Changes**

#### **Appendix B: FAA Access to CPS Online**

#### **Appendix C: CCD System & Website**

#### **Appendix D: Other Web Tools & Resources**

### ***Tools for Data Management***

- EDEExpress reports
- COD Website
  - <https://cod.ed.gov>
- FAA Access to CPS Online
  - [www.fafsa.ed.gov/faf/faq.htm](http://www.fafsa.ed.gov/faf/faq.htm)

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### ***Tools for Data Management***

As a COD Full Participant and EDEExpress user, you have an assortment of tools available to help manage your data. EDEExpress provides a number of reports (described in detail later in this session) that help identify problems, such as rejects, and anticipate funding needs.

In addition, you can access your school's information from the COD Website or by importing report data generated by the COD System into your EDEExpress database.

If you need to make updates to correct a problem or to simply record an award, both FAA Access to CPS Online (e.g., for the student's application data) and the COD Website (e.g., for the student's award or disbursement information) allow you to very quickly add or update information online.

### **FAA Access to CPS Online**

- Access via EDEExpress
- View student applicant data
- Correct applicant data
- Import corrected data into EDEExpress

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### **FAA Access to CPS Online**

When Direct Loan origination data is submitted to the COD System, the student's *current* Social Security Number and *current* date of birth are matched to student's application data from the CPS. If the data doesn't match, you may need to correct the student's ISIR data. One option is to use FAA Access to CPS Online to quickly process the correction. Just as you always have, you'll receive the revised ISIR data and import it into your EDEExpress database.

#### **Tips:**



- See Appendix B for a sample screen of what you see when you correct a student's CPS data via FAA Access to CPS Online, as well as for instructions on how to enroll as a user.
- For 2003-2004, you can access FAA Access to CPS Online directly from EDEExpress via a link from the View option. Or you can go to <http://www.fafsa.ed.gov/faa/faa/htm>.



**EDEExpress Reports**

- Print lists
  - Loan Eligibility
  - Edit Only Disbursements
  - Actual Disbursements
  - Status
  - Loans
- Import data request files generated by COD

**EDEExpress Reports**

EDEExpress provides lists through the Print function that identify detailed information about student loan data. To resolve data discrepancies and to manage your data, you can use queries in combination with any of these EDEExpress Lists (reports).

| Report                         | Information Provided                                                                                                                                                                                                                                                                    | Why Use It?                                                                                                                                                                                                                      |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Loan Eligibility</b>        | All the fields in EDEExpress affecting a student's loan eligibility for Direct Subsidized and Direct Unsubsidized loans                                                                                                                                                                 | <p>To view all components of the loan data at one time for each student</p> <p>To help determine if a student has exceeded loan eligibility</p> <p>To determine loan for which the LAA does not equal the disbursement total</p> |
| <b>Edit Only Disbursements</b> | Loan ID, borrower's name, student's name, disbursement number(s), disbursement date(s), Edit Only disbursement(s), as well as the actual disbursement(s) and action type, if applicable                                                                                                 | <p>To identify disbursements with DRI = false</p> <p>Can be used to anticipate funding needs</p>                                                                                                                                 |
| <b>Actual Disbursements</b>    | Borrower's name, student's name, loan ID, disbursement document ID, current SSN, disbursement number, disbursement type, disbursement date, disbursement status, disbursement amount, booked status, and the net adjustment amount (where actual disbursement adjustments are included) | To identify records with actual disbursements (DRI = true)                                                                                                                                                                       |

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## **EDExpress Reports (continued)**

| <b>Report</b> | <b>Information Provided</b>                                                                                                                                                                                      | <b>Why Use It?</b>                                                                                                                                                        |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b> | Borrower's name, student's name, loan ID, current SSN, disbursement number, disbursement type, disbursement date, disbursement status, net adjustment amount, origination status, MPN status and credit decision | Provides a summary of statuses for all loans with at least one actual disbursement to allow you to determine if any data for a specific loan has not been accepted by COD |
| <b>Loans</b>  | Information regarding user loan records on the system, including the loan ID, borrower's name, type of loan, loan amount approved, loan origination status and loan origination date                             | Identifies loan records in the EDExpress system                                                                                                                           |



**Notes:**

- *In addition to the lists that can be printed from your EDExpress database, there are a number of reports available from COD. Once COD sends a report to you via the SAIG, you can import the file into your EDExpress database to print the report.*
- *The **Student Summary** is a new report that contains the student's demographic, award, Direct Loan and Pell Grant data. It is available in all modules, whether a student record is open or closed, and access to it can be restricted with the Security Groups setup feature.*

**Tip:**



More information about the reports available from the COD System is provided beginning on page 5-20.

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## ***EDEExpress Reports***

### ***Loan Eligibility List***

The Loan Eligibility List enables you to print all the fields in EDEExpress affecting a student's loan eligibility for Direct Subsidized and Direct Unsubsidized loans. This report includes the following fields/amounts:

- Loan Period Start Date
- Loan Period End Date
- Academic Year Start Date
- Academic Year End Date
- Inactive Loan Indicator
- Total Loan Amount Approved
- Total Actual Disbursement Amount
- Student Grade Level
- Dependency Status
- Additional Unsub Eligibility for Dependent flag
- Additional Unsub Eligibility for Health Professions flag

## Session 5—Data Management

Report Date: 09/23/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 22:28:33 2003-2004 Federal Direct Loan Program  
 Loan Eligibility List  
 (ALL RECORDS) Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

| Student's Name | Loan ID        | Loan Stat | Current SSN | LP Start | Acad Yr Start | Grd Lvl | Addl Unsub |
|----------------|----------------|-----------|-------------|----------|---------------|---------|------------|
| Loan Amt App   | Gross Disb Amt | LP End    | Acad Yr End | Dep Stat | Depend/Health |         |            |

|                       |        |            |             |   |  |  |  |
|-----------------------|--------|------------|-------------|---|--|--|--|
| BERNINI, BROOKE S.    |        |            | 115-97-4419 |   |  |  |  |
| 115974419S04G99997001 | A      | 07/14/2003 | 07/01/2003  | 0 |  |  |  |
| \$ 2,625              | \$ 656 | 04/22/2004 | 06/30/2004  | D |  |  |  |

Total Loan Amount Approved: \$ 2,625  
 Total Actual Disbursement Gross Amount: \$ 656  
 Total NSLDS Aggregate Subsidized Amount:  
 Total NSLDS Aggregate Unsubsidized Amount:

|                       |          |            |             |   |  |  |  |
|-----------------------|----------|------------|-------------|---|--|--|--|
| SHEPLEY, OLIVIA R.    |          |            | 320-20-8359 |   |  |  |  |
| 320208359S04G99998001 | A        | 09/06/2003 | 07/01/2003  | 3 |  |  |  |
| \$ 5,500              | \$ 1,375 | 03/29/2004 | 06/30/2004  | D |  |  |  |

Total Loan Amount Approved: \$ 5,500  
 Total Actual Disbursement Gross Amount: \$ 1,375  
 Total NSLDS Aggregate Subsidized Amount: \$ 3,500  
 Total NSLDS Aggregate Unsubsidized Amount: \$ N/A

|                          |          |            |             |   |  |  |  |
|--------------------------|----------|------------|-------------|---|--|--|--|
| VAN DER ROHE, HEATHER M. |          |            | 322-77-0384 |   |  |  |  |
| 322770384S04G99999001    | R        | 09/03/2003 | 07/01/2003  | 0 |  |  |  |
| \$ 2,100                 | \$ 1,050 | 05/12/2004 | 06/30/2004  | D |  |  |  |
| 322770384U04G99999001    | N        | 09/03/2003 | 07/01/2003  | 0 |  |  |  |
| \$ 0                     | \$ 0     | 05/12/2004 | 06/30/2004  | D |  |  |  |

Total Loan Amount Approved: \$ 2,100  
 Total Actual Disbursement Gross Amount: \$ 1,050  
 Total NSLDS Aggregate Subsidized Amount: \$ 831  
 Total NSLDS Aggregate Unsubsidized Amount: \$ 482

|                       |      |            |             |   |  |  |  |
|-----------------------|------|------------|-------------|---|--|--|--|
| DAVIS, JUANITA J.     |      |            | 339-40-8166 |   |  |  |  |
| 339408166S04G99999001 | R    | 09/03/2003 | 07/01/2003  | 4 |  |  |  |
| \$ 4,685              | \$ 0 | 05/12/2004 | 06/30/2004  | I |  |  |  |
| 339408166U04G99999001 | R    | 09/03/2003 | 07/01/2003  | 4 |  |  |  |
| \$ 2,200              | \$ 0 | 05/12/2004 | 06/30/2004  | I |  |  |  |

Total Loan Amount Approved: \$ 6,885  
 Total Actual Disbursement Gross Amount: \$ 0  
 Total NSLDS Aggregate Subsidized Amount: \$ 10,699  
 Total NSLDS Aggregate Unsubsidized Amount: \$ N/A

|                       |      |            |             |   |  |  |  |
|-----------------------|------|------------|-------------|---|--|--|--|
| MCDONOUGH, SEAMUS J.  |      |            | 355-50-2368 |   |  |  |  |
| 355502368S04G99999001 | N    | 09/03/2003 | 07/01/2003  | 6 |  |  |  |
| \$ 0                  | \$ 0 | 05/12/2004 | 06/30/2004  | I |  |  |  |
| 355502368U04G99999001 | N    | 09/03/2003 | 07/01/2003  | 6 |  |  |  |
| \$ 0                  | \$ 0 | 05/12/2004 | 06/30/2004  | I |  |  |  |

Total Loan Amount Approved: \$ 0  
 Total Actual Disbursement Gross Amount: \$ 0  
 Total NSLDS Aggregate Subsidized Amount:  
 Total NSLDS Aggregate Unsubsidized Amount:

Total Students: 5  
 Total Loans: 8

\* Inactive Loan  
 # Payment to Servicer made on Loan

### ***Edit-Only Disbursements List***

The Edit-Only Disbursements List (formerly known as the Anticipated Disbursement List report) provides information about Edit Only disbursements with corresponding actual disbursements (Edit Only disbursements for which actual disbursements have taken place), pending actual disbursements (Edit Only disbursements with no actual disbursements) or both Edit Only disbursements with corresponding actual disbursements and pending actual disbursements for the loan records in the EDEExpress Direct Loan database.

Use this list to determine actual disbursements for each Edit Only disbursement in the system. The list prints the:

- Loan ID
- Borrower's name
- Student's name
- Disbursement number(s)
- Disbursement date(s)
- Edit Only disbursement(s)
- Actual disbursement(s)
- Action type, if applicable



# Session 5—Data Management

Report Date: 09/23/2003 U.S. DEPARTMENT OF EDUCATION  
Report Time: 22:32:17 2003-2004 Federal Direct Loan Program

PAGE: 1

## Edit-Only Disbursements List

(ALL RECORDS)

Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

## Edit-Only Disbursements with corresponding Actual Disbursements

| Student's Name                 | Loan  | Edit-Only     | Actual        | Adjusted |
|--------------------------------|-------|---------------|---------------|----------|
| PLUS Borrower's Name           | Type/ | Date          | Date          | Disb     |
| Loan ID                        | Disb  | Gross/Fee     | Gross/Fee     | Date     |
| Origination Document ID        | Num   | Net/Rebate    | Net/Rebate    |          |
| BERNINI, BROOKE S.             |       |               |               |          |
|                                | S     |               |               |          |
| 115974419S04G99997001          | 1     | 07/09/2003    | 07/09/2003    |          |
| 2003-03-11T00:36:26.2510010100 |       | \$656/ \$19   | \$656/ \$19   |          |
|                                |       | \$647/ \$10   | \$647/ \$10   |          |
| CORREA, CARLOS P.              |       |               |               |          |
|                                | U     |               |               |          |
| 377702499U04G99997001          | 1     | 07/09/2003    | 07/09/2003    |          |
|                                |       | \$375/ \$11   | \$375/ \$11   |          |
|                                |       | \$370/ \$6    | \$370/ \$6    |          |
| GEHRY, RICHARD J.              |       |               |               |          |
|                                | S     |               |               |          |
| 603936471S04G99997001          | 1     | 07/09/2003    | 07/09/2003    |          |
|                                |       | \$656/ \$19   | \$656/ \$19   |          |
|                                |       | \$647/ \$10   | \$647/ \$10   |          |
| KAHN, CINDY L.                 |       |               |               |          |
|                                | S     |               |               |          |
| 601327907S04G99997001          | 1     | 07/09/2003    | 07/09/2003    |          |
| 2003-10-11T02:57:07.6210010100 |       | \$656/ \$19   | \$656/ \$19   |          |
|                                |       | \$647/ \$10   | \$647/ \$10   |          |
| MCKINNEL, SUSIE A.             |       |               |               |          |
|                                | S     |               |               |          |
| 194633796S04G99997001          | 1     | 08/01/2003    | 08/01/2003    |          |
| 2003-03-11T00:36:26.2510010100 |       | \$1,000/ \$30 | \$1,000/ \$30 |          |
|                                |       | \$985/ \$15   | \$985/ \$15   |          |

Report Date: 09/23/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 2

Report Time: 22:32:17 2003-2004 Federal Direct Loan Program

Edit-Only Disbursements List

(ALL RECORDS)

Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Edit-Only Disbursements with corresponding Actual Disbursements

| Student's Name          | Loan  | Edit-Only  | Actual     | Adjusted |
|-------------------------|-------|------------|------------|----------|
| PLUS Borrower's Name    | Type/ | Date       | Date       | Disb     |
| Loan ID                 | Disb  | Gross/Fee  | Gross/Fee  | Date     |
| Origination Document ID | Num   | Net/Rebate | Net/Rebate |          |

|                      | EDIT-ONLY  | ACTUAL     |
|----------------------|------------|------------|
| PLUS Loans:          |            |            |
| Total Gross Amount:  | \$0.00     | \$0.00     |
| Total Net Amount:    | \$0.00     | \$0.00     |
| Total Fee Amount:    | \$0.00     | \$0.00     |
| Total Rebate Amount: | \$0.00     | \$0.00     |
| Subsidized Loans:    |            |            |
| Total Gross Amount:  | \$5,393.00 | \$5,393.00 |
| Total Net Amount:    | \$5,316.00 | \$5,316.00 |
| Total Fee Amount:    | \$159.00   | \$159.00   |
| Total Rebate Amount: | \$82.00    | \$82.00    |
| Unsubsidized Loans:  |            |            |
| Total Gross Amount:  | \$375.00   | \$375.00   |
| Total Net Amount:    | \$370.00   | \$370.00   |
| Total Fee Amount:    | \$11.00    | \$11.00    |
| Total Rebate Amount: | \$6.00     | \$6.00     |
| Grand Total:         |            |            |
| Total Gross Amount:  | \$5,768.00 | \$5,768.00 |
| Total Net Amount:    | \$5,686.00 | \$5,686.00 |
| Total Fee Amount:    | \$170.00   | \$170.00   |
| Total Rebate Amount: | \$88.00    | \$88.00    |

\* Actual Disbursement has been adjusted to zero.

### ***Actual Disbursements List***

The Actual Disbursements list provides information about actual disbursements, including:

- Borrower's name
- Student's name
- Loan ID
- Disbursement Document ID
- Current SSN
- Disbursement number
- Disbursement type
- Disbursement date
- Disbursement status
- Disbursement amount
- Booked status
- Net adjustment amount (where actual disbursement adjustments are included)

The list also includes summary totals that provide the total dollar amount of net booked, net unbooked and net disbursements for each loan type.

You can print the list according to booked record data, such as booked disbursements, unbooked disbursements or both booked and unbooked disbursements. You can also print the list by Disbursement Amount Types, such as net disbursement totals, gross disbursement totals, or gross, fee, and net disbursement totals. However, summary totals display only total net dollar amounts of booked, unbooked, and disbursements for each loan type.

Report Date: 09/21/2003  
Report Time: 22:37:44

U.S. DEPARTMENT OF EDUCATION  
2003-2004 Federal Direct Loan Program  
Actual Disbursements List  
(ALL RECORDS)

PAGE: 1

Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

| Student's Name<br>Borrower's Name<br>Loan ID<br>Disbursement Document ID | Current SSN<br>Disb#/Type<br>Disb Date | Amount<br>Net/Net Adj | Disb<br>Status | Booked<br>Status |
|--------------------------------------------------------------------------|----------------------------------------|-----------------------|----------------|------------------|
| BERNINI, BROOKE S.                                                       | 115-97-4419                            |                       |                |                  |
| 115974419S04G99997001                                                    | 1 D<br>07/09/2003                      | \$ 647                | R              | Unbooked         |
| Net Disbursement Total for Loan:                                         |                                        | \$ 647                |                |                  |
| Net Disbursement Total for Student:                                      |                                        | \$ 647                |                |                  |
| MCKINNEL, SUSIE A.                                                       | 194-63-3796                            |                       |                |                  |
| 194633796S04G99997001                                                    | 1 D<br>08/01/2003                      | \$ 985                | R              | Unbooked         |
| Net Disbursement Total for Loan:                                         |                                        | \$ 985                |                |                  |
| Net Disbursement Total for Student:                                      |                                        | \$ 985                |                |                  |
| SHEPLEY, OLIVIA R.                                                       | 320-20-8359                            |                       |                |                  |
| 320208359S04G99998001                                                    | 1 D<br>08/30/2003                      | \$ 1,355              | R              | Unbooked         |
| Net Disbursement Total for Loan:                                         |                                        | \$ 1,355              |                |                  |
| Net Disbursement Total for Student:                                      |                                        | \$ 1,355              |                |                  |
| VAN DER ROHE, HEATHER M.                                                 | 322-77-0384                            |                       |                |                  |
| 322770384S04G99999001                                                    | 1 D<br>08/29/2003                      | \$ 1,035              | R              | Unbooked         |
| Net Disbursement Total for Loan:                                         |                                        | \$ 1,035              |                |                  |
| Net Disbursement Total for Student:                                      |                                        | \$ 1,035              |                |                  |
| CORREA, CARLOS P.                                                        | 377-70-2499                            |                       |                |                  |
| 377702499U04G99997001                                                    | 1 D<br>07/09/2003                      | \$ 370                | E              | Unbooked         |
| Net Disbursement Total for Loan:                                         |                                        | \$ 370                |                |                  |
| Net Disbursement Total for Student:                                      |                                        | \$ 370                |                |                  |
| KAHN, CINDY L.                                                           | 601-32-7907                            |                       |                |                  |
| 601327907S04G99997001                                                    | 1 D<br>07/09/2003                      | \$ 647                | A              | Unbooked         |
| 2003-10-11T02:57:07.6210010100                                           |                                        | \$ 647                |                |                  |
| Net Disbursement Total for Loan:                                         |                                        | \$ 647                |                |                  |
| Net Disbursement Total for Student:                                      |                                        | \$ 647                |                |                  |

## Session 5—Data Management

Report Date: 09/23/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 22:37:44 2003-2004 Federal Direct Loan Program  
 Actual Disbursements List  
 (ALL RECORDS) Sort: SSN

\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

| Student's Name                        | Current SSN |             |  |        |          |
|---------------------------------------|-------------|-------------|--|--------|----------|
| Borrower's Name                       |             |             |  |        |          |
| Loan ID                               |             | Amount      |  | Disb   | Booked   |
| Disbursement Document ID              | Disb#/Type  | Net/Net Adj |  | Status | Status   |
|                                       | Disb Date   |             |  |        |          |
| GEHRY, RICHARD J.                     | 603-93-6471 |             |  |        |          |
| 603936471S04G99997001                 | 1 D         | \$ 647      |  | E      | Unbooked |
|                                       | 07/09/2003  |             |  |        |          |
| Net Disbursement Total for Loan:      |             | \$ 647      |  |        |          |
| Net Disbursement Total for Student:   |             | \$ 647      |  |        |          |
| Total Net Booked PLUS:                |             | \$ 0        |  |        |          |
| Total Net Booked Subsidized:          |             | \$ 0        |  |        |          |
| Total Net Booked Unsubsidized:        |             | \$ 0        |  |        |          |
| Total Net Unbooked PLUS:              |             | \$ 0        |  |        |          |
| Total Net Unbooked Subsidized:        |             | \$ 5,316    |  |        |          |
| Total Net Unbooked Unsubsidized:      |             | \$ 370      |  |        |          |
| Total Net Disbursements PLUS:         |             | \$ 0        |  |        |          |
| Total Net Disbursements Subsidized:   |             | \$ 5,316    |  |        |          |
| Total Net Disbursements Unsubsidized: |             | \$ 370      |  |        |          |



## Status List

This report lists booked and unbooked records. The report can be used to compare EDEExpress Direct Loan data to COD data received in the School Account Statement (imported into DL Tools).

The Booked Records section includes all records that have actual disbursements with a booked status of A (accepted). You can also use the disbursement date range option to specify the data you want to print in the Booked Records section.

The Unbooked Records section includes all records that have actual disbursements with a booked status of not equal to A.

At the end of the report are summary count statistics for the record types on the database up to the given end date. Summary counts display the total number, percentage and statuses of the displayed records. The following are the statuses recorded in the summary count section of this report:

|         |                               |
|---------|-------------------------------|
| B       | Batched Origination Records   |
| E       | Rejected Origination Records  |
| A       | Accepted Origination Records  |
| S       | Signed Promissory Notes       |
| M       | Prom Notes Sent on Manifest   |
| E and Q | Rejected Promissory Notes     |
| X       | Pending Promissory Notes      |
| A       | Accepted Promissory Notes     |
| R       | Ready Disbursement Records    |
| B       | Batched Disbursement Records  |
| E       | Rejected Disbursement Records |
| A       | Accepted Disbursement Records |
| T       | Existing Promissory Notes     |

# Session 5—Data Management

Report Date: 09/23/2003 U.S. DEPARTMENT OF EDUCATION  
 Report Time: 20:06:32 2003-2004 Federal Direct Loan Program  
 Status List  
 (ALL RECORDS)

PAGE: 1

Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

## Unbooked Records

| Student's Name<br>PLUS Borrower's Name<br>Loan ID | Current SSN<br>Credit Dec | Orig<br>Sta | MPN<br>Sta | Disb<br>Sta/# | Net<br>Disb Type Amt | Disb<br>Date |
|---------------------------------------------------|---------------------------|-------------|------------|---------------|----------------------|--------------|
| BERNINI, BROOKE S.                                | 115-97-4419               |             |            |               |                      |              |
| 115974419S04G99997001                             |                           | A           | T          | R 1 D         | \$647                | 07/09/2003   |
| MCKINNEL, SUSIE A.                                | 194-63-3796               |             |            |               |                      |              |
| 194633796S04G99997001                             |                           | A           | M          | R 1 D         | \$985                | 08/01/2003   |
| SHEPLEY, OLIVIA R.                                | 320-20-8359               |             |            |               |                      |              |
| 320208359S04G99998001                             |                           | A           | S          | R 1 D         | \$1,355              | 08/30/2003   |
| VAN DER ROHE, HEATHER M.                          | 322-77-0384               |             |            |               |                      |              |
| 322770384S04G99999001                             |                           | R           | T          | R 1 D         | \$1,035              | 08/29/2003   |
| CORREA, CARLOS P.                                 | 377-70-2499               |             |            |               |                      |              |
| 377702499U04G99997001                             |                           | E           | S          | E 1 D         | \$370                | 07/09/2003   |
| KAHN, CINDY L.                                    | 601-32-7907               |             |            |               |                      |              |
| 601327907S04G99997001                             |                           | A           | S          | A 1 D         | \$647                | 07/09/2003   |
| GEHRY, RICHARD J.                                 | 603-93-6471               |             |            |               |                      |              |
| 603936471S04G99997001                             |                           | E           | R          | E 1 D         | \$647                | 07/09/2003   |
| Total Unbooked Net Disbursements:                 |                           |             |            | \$5,686.00    |                      |              |
| Total Unbooked Net Adjustments:                   |                           |             |            | \$0.00        |                      |              |
| B = Batched Origination Records:                  |                           | 0           | 0.00%      |               |                      |              |
| E = Rejected Origination Records:                 |                           | 2           | 28.57%     |               |                      |              |
| A = Accepted Origination Records:                 |                           | 4           | 57.14%     |               |                      |              |
| S = Signed Promissory Notes:                      |                           | 3           | 42.86%     |               |                      |              |
| M = Prom Notes Sent on Manifest:                  |                           | 1           | 14.29%     |               |                      |              |
| E and Q = Rejected Promissory Notes:              |                           | 0           | 0.00%      |               |                      |              |
| X = Pending Promissory Notes:                     |                           | 0           | 0.00%      |               |                      |              |
| A = Accepted Promissory Notes:                    |                           | 0           | 0.00%      |               |                      |              |
| T = Existing Promissory Notes:                    |                           | 2           | 28.57%     |               |                      |              |
| R = Ready Disbursement Records:                   |                           | 4           | 57.14%     |               |                      |              |
| B = Batched Disbursement Records:                 |                           | 0           | 0.00%      |               |                      |              |
| E = Rejected Disbursement Records:                |                           | 2           | 28.57%     |               |                      |              |
| A = Accepted Disbursement Records:                |                           | 1           | 14.29%     |               |                      |              |

Total Records: 7

## ***Loans***

The Loans list provides the user with information regarding the loan records on the system, including:

- Loan ID
- Borrower's name
- Loan type
- Loan amount approved
- Loan origination status
- Loan origination date

You can print the list by SSN for a single student record or multiple records.

# Session 5—Data Management

Report Date: 09/23/2003 U.S. DEPARTMENT OF EDUCATION  
 Report Time: 21:27:02 2003-2004 Federal Direct Loan Program  
 Loans List  
 (ALL RECORDS)

PAGE: 1

Sort: SSN

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| Student's Name<br>PLUS Borrower's Name<br>Loan ID<br>Origination Document ID | Current SSN<br>Loan Type<br>Grd Lvl | Loan Amount<br>Approved | Loan/Cred<br>Status | Orig<br>Date |
|------------------------------------------------------------------------------|-------------------------------------|-------------------------|---------------------|--------------|
| O'GORMAN, FERGUS L.<br>O'GORMAN, SEAMUS<br>105838572P04G99999001             | 105-83-8572<br>P 4                  | \$ 2,000                | R                   | 10/13/2003   |
| 105838572S04G99999001                                                        | S 4                                 | \$ 3,000                | R                   | 10/13/2003   |
| 105838572U04G99999001                                                        | U 4                                 | \$ 0                    | N                   |              |
| SUBTOTAL                                                                     |                                     | \$ 5,000                |                     |              |
| BERNINI, BROOKE S.<br>BERNINNI, SAMUEL<br>115974419P04G999997001             | 115-97-4419<br>P 0                  | \$ 1,800                | N                   |              |
| 115974419S04G999997001<br>2003-03-11T00:36:26.2510010100                     | S 0                                 | \$ 2,625                | A                   | 03/10/2003   |
| SUBTOTAL                                                                     |                                     | \$ 4,425                |                     |              |
| LAUTNER, BEA J.<br>116997135P04G999997001                                    | 116-99-7135<br>P 2                  | \$ 0                    | N                   |              |
| 116997135S04G999997001<br>2003-03-11T00:36:26.2510010100                     | S 2                                 | \$ 3,500                | A                   | 03/10/2003   |
| 116997135U04G999997001                                                       | U 2                                 | \$ 0                    | N                   |              |
| SUBTOTAL                                                                     |                                     | \$ 3,500                |                     |              |

## Totals:

|                               |           |   |
|-------------------------------|-----------|---|
| PLUS Loans/Borrowers:         | 3         | 3 |
| Subsidized Loans/Borrowers:   | 3         | 3 |
| Unsubsidized Loans/Borrowers: | 2         | 2 |
| Total Loans/Borrowers:        | 8         | 3 |
| PLUS Amount Approved:         | \$ 3,800  |   |
| Subsidized Amount Approved:   | \$ 9,125  |   |
| Unsubsidized Amount Approved: | \$ 0      |   |
| Total Amount Approved:        | \$ 12,925 |   |

## Student Summary

The Student Summary Report contains the student's demographic, award, loan, and Pell Grant data. It is available in all modules, whether a student record is open or closed, and access to it can be restricted with the Security Groups setup feature. This report provides a snapshot of the information stored for the student in EDEXpress.

Report Date: 09/23/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 21:31:00 EDEXPRESS - 2003-2004  
 Student Summary

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Name: BERNINI, BROOKE S.  
 Original SSN: 115-97-4419  
 Current SSN: 115-97-4419  
 Date Of Birth: 07/23/1984  
 E-Mail:

### ISIR TRANSACTIONS

| Transaction ID    | Primary EFC | Secondary EFC |
|-------------------|-------------|---------------|
| 115-97-4419 BE 01 | 3045        |               |
| 115-97-4419 BE 02 | 3045        |               |

Active: 02  
 Paid On:

### DIRECT LOANS (which have been disbursed)

| Loan ID               | ISIR Trans # | Amount Approved | Actual Disb Gross | Actual Disb Net |
|-----------------------|--------------|-----------------|-------------------|-----------------|
| 115974419S04G99997001 | 02           | \$2,625         | \$656             | \$647           |

### PELL GRANTS (which have disbursements)

| Origination ID          | ISIR Trans # | Award Amount For Entire School Year | Edit Only Disb | Actual Disb |
|-------------------------|--------------|-------------------------------------|----------------|-------------|
| 115974419BE200400999700 | 02           | \$1,000                             | \$1,000        | \$0.00      |



### **COD Reports**

- Access reports via the COD Website
  - Pending Disbursement List
  - Funded Disbursement List
  - 30-day Warning List
  - SSN/Name/Date of Birth Change

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## **COD Reports**

Along with the Direct Loan reports available from EDEExpress, you also have access to a number of similar reports via the COD System. These reports are available to schools via:

- The Student Aid Internet Gateway (SAIG)
- COD School Relations at 1 (800) 848-0978
- COD Website at <https://cod.ed.gov>

Direct Loan reports that you request from COD School Relations are sent to your SAIG mailbox as fixed length, flat files—not as XML documents. Just as in prior years, each report type has its own corresponding message class and is imported into your EDEExpress database.

The reports and the formats provided are listed in the table below. Note that reports you can view directly from the COD Website are in the Adobe Acrobat PDF format.

| <b>Report</b>                  | <b>Description</b>                                                                                                                                                                                   | <b>Message Class</b>           | <b>Format</b>   |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|
| School Account Statement (SAS) | Generated monthly, replaces DLSAS & 732<br>Includes loan detail at disbursement or loan level<br>Year-to-Date and monthly cash summary<br>Year-to-Date and monthly disbursement summary by loan type | DSDF<br>DSLFD<br>DSDD<br>DSLDD | FL<br><br>CD    |
| Pending Disbursement List      | Generated weekly<br>DRI = false<br>Includes MPN linking information<br>Formerly Anticipated Disbursement Listing                                                                                     | DALC<br>DIAA                   | CD<br>PT<br>PDF |

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| Report                                                                          | Description                                                                                                                                                                         | Message Class    | Format          |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| Funded Disbursement List                                                        | Generated daily<br>Displays all disbursements that have been funded<br>Formerly Actual Disbursement Roster                                                                          | DARC<br>DIAO     | CD<br>PT<br>PDF |
| 30-day Warning                                                                  | Generated every 30 days<br>Lists unbooked loans for which the COD System has not received the required elements for booking a loan within 30 calendar days of the disbursement date | DIWC<br>DIWR     | CD<br>PT<br>PDF |
| Inactive Loans                                                                  | Generated monthly<br>Lists all Direct Loan awards that have been inactivated (adjusted to 0) by the school for the reporting period                                                 | INACCD<br>INACPF | CD<br>PT<br>PDF |
| Duplicate Student Borrower                                                      | Generated monthly<br>Lists student borrowers for which the COD System has accepted multiple Direct Sub and/or Unsub award records with the same or overlapping academic years       | DUPLCD<br>DUPLPF | CD<br>PT<br>PDF |
| SSN/Name/Date of Birth Change                                                   | Generated daily<br>Shows SSN, name and date of birth changes that are initiated by any school and SSN changes that are initiated by Direct Loan Servicing                           | SNDCCD<br>SNDCPF | CD<br>PT<br>PDF |
| Direct Loan Rebuild                                                             | Upon request<br>Used to rebuild the school's lost or corrupted Direct Loan database or to recreate specific student records                                                         | CODRBF           | FL              |
| Report Formats: CD = comma delimited; PT = preformatted text; FL = fixed length |                                                                                                                                                                                     |                  |                 |



**Note:** Neither the SAS nor the Direct Loan Rebuild file can be imported into EDEExpress. Instead, they are imported into DL Tools.

**Tip:**



When you select a comma delimited file on the COD Website, the file opens as an Excel spreadsheet that you can then save.

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### **COD Website**

- **Data Entry**
  - Correct rejected data
  - Create Student Account
  - Adjust disbursement data
  - Update student information

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## **Data Entry**

Activities such as processing a new student, award or disbursement, or a change to any of these can be performed on the COD Website. As an EDEExpress user you need to be aware of the ramifications of performing any of these data entry functions on the COD Website. Actions by COD based on your choices for creating and submitting records include:

| <b>You</b>                                                                          | <b>COD</b>                                                                                                                                 | <b>You</b>                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create a new record in EDEExpress (origination, Edit Only disbursements, etc.)      | Accepts the data and sends a response                                                                                                      | Import the response and update the status                                                                                                                                                 |
| Make corrections to an origination or disbursement record in EDEExpress             | Accepts the data and sends a response                                                                                                      | Import the response and update the status                                                                                                                                                 |
| Create a new record or make a correction (award or disbursement) on the COD Website | If Response Records, generated based on Web activity, is selected as your processing option, sends a response with a Document Type of "WB" | Cannot import the response in EDEExpress to "build" the record<br><br>Add the record to EDEExpress and submit to COD. You will receive a response for a duplicate with an accepted status |
| Create a new record or make a correction (award or disbursement) on the COD Website | If Response Records, generated based on Web activity, is <b>not</b> selected as your processing option, does not send a response           | Add the record to EDEExpress and submit to COD. You will receive a response for a duplicate with an accepted status                                                                       |

You can select the processing option for your school on the COD Website. This processing option determines whether the COD System sends response documents to your school's SAIG mailbox based on activity performed on the COD Website.

If you select to receive a response document for activity performed on the COD Website, the Document Type returned is "WB," indicating a web initiated response.

Before you add a record, award or disbursement data to the COD Website, you should first ask:

- Does the student have an existing record at COD?
- Does the student have an award?
- Does the award need to be changed?



**Note:** *A COD receipt is not generated for Common Record data submitted via the COD Website.*

**Tip:**



See Appendix C for step-by-step instructions on how to use the COD Website to create or update records along with sample screens of what you'll see. In addition, instructions on how to get access to the COD Website are provided.

## **Activity: Data Management Case Studies**

In the following case studies, each scenario provides instructions for locating different types of information and resolving any issues regarding the information. Your instructor will divide the class into small groups and assign a scenario for each group to evaluate. Review the information provided and decide what the "Best Practice" would be for resolving the issue. At the conclusion of the activity your group will report your findings to the class.

### **Scenario 1**

It is 1/7/2004, and the Business Office at FSA University (G99999) has requested a list of students that are/were eligible to receive loan funds on or before 1/14/2004.

1. What report would you print in EDEExpress to provide the information requested by the Business Office?  

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2. What query and/or options in EDEExpress would allow you to filter the data on the report so that only students attending FSA University who are scheduled for disbursement on or before 1/14/2004 appear on the report (note that the database contains loans for 3 different schools)?  

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3. Print the report. How much money is needed to fund all of the disbursements that appear?  

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4. Can you submit all of the disbursements that appear on the report to COD today, or must you wait? How did you determine this?  

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5. To print a similar report at your own institution, what criteria might you include in a query?  

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6. Once you report these disbursements in EDEExpress, how can you determine that all of the disbursements were entered accurately?  

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**Scenario 2**

It is near the end of the semester and a student comes into your office to inform you that his total disbursements are less than his loan amount approved. You take a look at his loan data in EDEExpress and find that he is correct. It occurs to you that there may be similar instances that you are not aware of. You would like to print a list to identify all loans that have not been fully disbursed.

1. Is there a list in EDEExpress that can provide you with this information? If so, which list(s) would you print?

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2. How is/are the list(s) useful in identifying loans that have not been fully disbursed?

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3. What are some scenarios that might result in the total disbursed amount being less than the LAA?

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4. What are some suggestions for resolving the loans identified?

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**Scenario 3**

You need to identify all the rejects that are present in the EDEExpress database and determine what action to take to resolve the issue. Identify rejects for all schools in the database.

1. You have one outstanding response file that must be imported before you begin.
2. Locate and import the file **COMRECOP.010**. Print the import edit report to the screen.
3. Are any students with rejects included?

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4. If so, identify their problem to resolve.

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5. What lists might you print to identify records with reject codes?

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6. Provide information for any queries that you used or developed to identify records.

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7. Locate and consider a rejected origination record due to a Date of Birth that conflicts with COD data. What tools would you use to verify the DOB in each system? How would you make a correction to the DOB?

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## **Activity: Action Items as Art**

You've now spent all day learning about changes for 2003-2004 and you've been thinking about the impact these changes may have on the way your school processes Direct Loans. You probably have jotted down some action steps you will have to take upon returning to your office, to prepare for 2003-2004.

Let's see what the right side of your brain thinks of these action items. In the blank space below, draw one of the action items you've thought of today.

Think: What is one task I need to be sure to accomplish when I get back to the office, to prepare for 2003-2004?

Draw it!

## **Session 6—Wrap-Up**

**Wrap-Up**



1

## Ask-It Basket Answers

[illegible]

## EExpress Direct Loan Processing



### Notes:

- EExpress must be properly setup before DL processing can begin at the school.
- Valid ISIR must exist (for SSL/USL) before DL processing can begin for a student.

| #  | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Frequency | Assigned To |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| 1# | <b>School creates loan</b> (for PLUS, the parent must first authorize a credit check) <ul style="list-style-type: none"> <li>* Manually create and originate in EExpress</li> <li>* Import ISIRs and manually originate in EExpress</li> <li>* Import from the EExpress Packaging module (automatic origination)</li> <li>* Import from an external source (DIEA - automatic origination)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |             |
| 2  | <b>Borrower receives Disclosure Statement prior to or at the time of disbursement</b> (Plain Language Disclosure must also be provided if for subsequent loans at a MYF school) <ul style="list-style-type: none"> <li>* COD provides to Borrower</li> <li>* School prints and provides to Borrower</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |             |
| 3  | <b>School assumes that a valid MPN exists</b> (For a subsequent loan that will be linked to a previously accepted MPN, a MYF school must have a confirmation process in place. Active confirmation is required for PLUS. A school may choose Active or Passive confirmation for SSL and USL.) <ul style="list-style-type: none"> <li>* Look on COD Website to determine if existing MPN is active and will link to new loans made at your school</li> <li>* Review EExpress MPN status; if "A" or "T", assume MPN exists</li> <li>* School refers borrower to <a href="http://dlenote.ed.gov">http://dlenote.ed.gov</a></li> <li>* School prints MPN using EExpress and obtains borrower signature</li> <li>* COD prints MPN and sends to borrower for signature; informs school</li> <li>* COD prints MPN and sends to school; school obtains signature from borrower</li> <li>* School prints MPN using an external source and obtains borrower signature</li> </ul> |           |             |
| 4  | <b>If MPN was printed and school has obtained borrower signature, school marks MPN as signed</b> <ul style="list-style-type: none"> <li>* MPN marked as signed via multiple entry</li> <li>* MPN marked as signed from within student record</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |             |
| 5  | <b>School manifests signed MPNs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |             |

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## Session 6—Wrap-Up

| #   | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Frequency | Assigned To |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| 6   | School mails manifest and signed MPNs to processor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |             |
| 7   | School receives hardcopy manifest and rejected MPNs from processor and resolves any issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |             |
| 8   | School receives COMRECOP and determines that MPN has been accepted by COD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |             |
| 9   | <p><b>School verifies that Entrance Counseling has been completed by 1<sup>st</sup> time, 1<sup>st</sup> year borrowers</b></p> <ul style="list-style-type: none"> <li>* School refers borrower to <a href="http://www.dlsonline.com/entrancecounseling/main-entc.asp">http://www.dlsonline.com/entrancecounseling/main-entc.asp</a> and imports Entrance Counseling Results (DECF) into EDEExpress</li> <li>* School imports Entrance Counseling data from mainframe/ combo system</li> <li>* School conducts entrance counseling session and records completion date in EDEExpress via multiple entry</li> <li>* School conducts entrance counseling session and records completion data in EDEExpress from within student record</li> </ul> |           |             |
| 10  | <p><b>School determines funding needs</b> (total scheduled disbursements less downward adjustments)</p> <ul style="list-style-type: none"> <li>* School prints Edit-Only Disbursements list (pending actuals) in EDEExpress using a query that specifies eligible students based on school's criteria</li> <li>* School receives Pending Disbursement List from COD</li> <li>* School downloads Pending Disbursement List from <a href="https://cod.ed.gov">https://cod.ed.gov</a></li> <li>* School determines funding needs using data from a system other than EDEExpress</li> </ul>                                                                                                                                                        |           |             |
| 11  | <b>School verifies that students are eligible for disbursement</b> (checks for SAP, enrollment status, completed verification, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |             |
| 12# | <p><b>School reports disbursements and adjustments for eligible borrowers</b> (for Advance Pay, Pushed Cash, and CM1 schools, this may be done up to 7 days prior to disbursement)</p> <ul style="list-style-type: none"> <li>* Manually create via multiple entry in EDEExpress</li> <li>* Manually create from within each record in EDEExpress</li> <li>* Import from an external source (DIEC)</li> </ul>                                                                                                                                                                                                                                                                                                                                  |           |             |
| 13  | <p><b>School receives funds</b></p> <ul style="list-style-type: none"> <li>* Funds are requested by school through GAPS</li> <li>* Funds are pushed to school based on accepted disbursements less accepted downward adjustments</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |             |

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| #   | Task                                                                                                                                                                                                                                                                   | Frequency         | Assigned To |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|
| 14# | <b>Make changes/enter corrections as needed</b> <ul style="list-style-type: none"> <li>* Manually create via multiple entry in EDEExpress</li> <li>* Manually create from within each record in EDEExpress</li> <li>* Import from an external source (DIEC)</li> </ul> |                   |             |
| 15  | <b>School reconciles internal data with data at COD and GAPS utilizing such tools as reports generated by COD (SAS, 30 Day Warning), EDEExpress lists, DL Tools software, the COD Website, the GAPS Website, and school bank statements</b>                            | At least monthly  |             |
| 16  | <b>School meets Direct Loan Quality Assurance requirement</b>                                                                                                                                                                                                          | At least annually |             |



**Note:** The following steps can occur at any time in the process. The steps above that are bolded and marked with a # will result in the need for export/import.

| #                                                         | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Frequency | Assigned To |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| #a                                                        | School exports data from EDEExpress <ul style="list-style-type: none"> <li>* School chooses to combine DL and Pell data. All DL and Pell data at status "R" and "E" is exported in one COMRECIN</li> <li>* School chooses to combine DL and Pell data, but uses Selection Criteria to filter data. Orig/Edit Only and disbursement data that meets the criteria is included in the COMRECIN. All DL change data is included in the COMRECIN</li> <li>* All DL data at status "R" and "E" is exported in a COMRECIN</li> <li>* School uses Selection Criteria to filter DL data. Orig/Edit Only and disbursement data that meets the criteria is included in the COMRECIN. All change data is included in the COMRECIN</li> </ul> |           |             |
| #b                                                        | School transmits COMRECIN to COD using EDConnect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |             |
| #c                                                        | School receives COMRECOP from COD using EDConnect. Other import types may be received as well                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |             |
| #d                                                        | School imports receipts, responses, and other import types into EDEExpress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |             |
| #e                                                        | School reviews import edit report, resolves rejected data and resubmits data to COD via next export                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |             |
| * indicates one of the options that a school might choose |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |             |



**Note:** For the electronic version of the template, go to <http://fsautraining.ncspearson.com/>.

- Click the FSAU Learner link
- Click the Direct Loan button
- Download the template posted under the "Other Materials" section

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### ***Additional Notes***

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There is no handwriting or other markings on the page.

**Excerpt from the March 2003 letter to EExpress Users**

**RE: EExpress for Windows 2003-2004, Version 9.1**

Dear EExpress Users:

We are pleased to announce the availability of EExpress for Windows 2003-2004, Version 9.1. This software version expands EExpress to include both the Direct Loan and Pell Grant modules for the 2003-2004 award cycle as well as incorporate other changes to the software.

This letter describes general changes to EExpress for Windows and enhancements to the Direct Loan and Pell components of the software, bringing ease and flexibility to your management of Direct Loan and Pell processing for 2003-2004.

Included in this letter are the following items:

- A list of Direct Loan and Pell enhancements, including changes made as a result of EExpress users becoming Full Participants in the COD system in 2003-2004
- The results gathered from EExpress benchmark testing
- Reminders on how to back up and optimize your EExpress database

**Common Origination and Disbursement**

All schools participating in Title IV Student Financial Assistance must use the Common Origination and Disbursement (COD) System for 2003-2004 to process data for the Federal Direct Loan Program and the Federal Pell Grant Program.

School participants will use one of two processing models.

The two models are:

- Full Participation
- Phase-In Participation

The difference between the two models is driven by the nature of the data transmissions between the school and the COD System. If you use EExpress to export records, to be transmitted to COD, you are considered a Full Participant in 2003-2004 (vs. Phase-In Participants as EExpress users were in 2002-2003).

EExpress users will be full participants for Direct Loan/Pell Payment in 2003-2004 and will send and receive Origination and Disbursement data to and from COD using the Common Record XML format. Your school is not required to convert to the XML data format since EExpress is converting your data, but you will need to modify your processes to accommodate the new fields and edits that are being implemented due to COD.

### How to Get the Software and Documentation

We are distributing EDEExpress for Windows 2003-2004, Version 9.1 via the Internet. You can download the software and the related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at **FSAdownload.ed.gov**.

Instructions for downloading EDEExpress for Windows are located in the "Downloading Paper Documentation and Software from the FSAdownload Web Site" chapter of the *2003-2004 Installation Guide for EDEExpress for Windows*.

If you do not have access to the Internet, or you have trouble opening the FSAdownload Web site, contact CPS/WAN Technical Support at **800/330-5947; TDD/TTY 800/511-5806** or via e-mail at **cpswan@ncs.com**.

**Note:** Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

### If You Have Technical Support Questions

You can also post questions regarding EDEExpress for Windows on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at:

**[www.ed.gov/offices/FSA/services/fsatechsubscribe.html](http://www.ed.gov/offices/FSA/services/fsatechsubscribe.html)**

**Note:** Make sure you include your telephone number in your message. We will research your question and post our response to the listserv so that everyone can benefit from the information.

If you have questions regarding EDEExpress for Windows, such as installation issues, software problem resolution, software functionality, and technical assistance, you can call CPS/WAN Technical Support. You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947; TDD/TTY 800/511-5806**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **cpswan@ncs.com**. A representative will respond within 24 business hours.

*CPS/WAN Technical Support*

## **EDEExpress for Windows, Version 9.1**

EDEExpress consists of five software modules:

- Global
- Application Processing
- Packaging
- Direct Loan
- Pell Grant

Version 9.1 installs the Direct Loan and the Pell modules and updates Version 9.0.

### **General Changes that Apply to Both Direct Loan and Pell Modules**

- Entity IDs are entered in Setup. Entity IDs are a subset of the Routing IDs (RIDs), formerly known as Common School IDs (CSIDs).
- When you exchange Pell and DL XML Common Records with COD:
  - Batches are now renamed Documents.
  - Acknowledgements are now renamed Responses.
- Files in Flat file format (non-XML) (i.e. Pell Data Requests, ESOA, Year-to-Date, External Import files, DL Rebuild File) are still called Batches. COD will return an Acknowledgement for each Batch.
- Disbursement Release Indicator (DRI) (formerly Payment Trigger in the 2002-2003 Technical References) for actual disbursements cannot be set to true more than 30/7/0 days in advance. (30 days only applies to Pell).
  - Is based on your school's Funding Method.
  - Applies to both Direct Loan and Pell Payment.
  - You identify your school's Funding Method in Setup.
- Direct Loan Disbursement Profiles are still required. The new Pell Disbursement Profiles are optional.
- The Disbursement Release Indicator (DRI) and Disbursement Profile Codes are available under Multiple Entry for Pell.

**Note:** Direct Loan Multiple Entry is already set up to *only* add actual disbursements; therefore, the DRI is not needed in this module. The meaning of 'U' in "Disbursement Type" Multiple Entry changes from Use Anticipated Disbursement to Update DRI to True.



- External Add/Change Import is kept in a flat file format.
  - You do **not** have to change your current technology in order to participate if using these functions. However, any new fields added must be included in the flat file format.
- Pell Year-to-Date reports, Pending Disbursement Year-to-Date reports, System-generated responses, and Web responses will be available in a future release of 9.x.
- Pell and Direct Loan have only one Export Type and message class for Origination/Edit-Only, Disbursement, and Change record receipts and responses: COMRECIN. You also have the option of exporting:
  - Pell only records.
  - Direct Loan only records.
  - All records (Direct Loan & Pell) ready to be sent to COD.
    - Selection Criteria are available for both Pell and Direct Loan modules.
- Pell and Direct Loan have only one Import Type and message class for Origination/Edit-Only, Disbursement, and Change record Receipts and Responses: COMRECOP.
  - Import Edit reports divide the XML response data blocks by transaction type for both Pell and Direct Loan (to keep the same look and feel you currently receive).
  - You can see a COMRECOP document type in batch activity database.
- From the view menu of the Demo tab in EDEExpress, you can check the COD Accepted Student Identifier of a student record. This will allow you to compare COD's accepted student identifier to data that CPS has on file in cases where COD rejects records based on changes to current SSN, current Date of Birth, or current Last name.



## **Changes that Apply to Direct Loan**

- **Direct Loan Tab**
  - Removed Loan Amount Requested Field from PLUS.
  - Removed Accepted Note ID field.
  - Changed all Batch ID or Batch # field labels to Document ID.
  - Changed all Promissory Note Status field labels to MPN Status.
  - Added CPS Transaction Number field.
  - Enabled Disclosure Statement Print Indicator Field for PLUS Loans.
- **Direct Loan Disbursement Tab**
  - Removed Disbursement Confirmed flag.
  - Removed D and U as valid values from the Action Type field.
  - Changed Anticipated Disbursement grid to Edit-Only Disbursement grid.
  - Moved the First Disbursement flag from the Action Fields to the Edit-Only Disbursement grid.
  - Disbursement Release Indicator (DRI) field was added to the Edit-Only Disbursements grid. Schools can create Edit-Only Disbursements at any time.
  - Values are moved from an Edit-Only Disbursement record to the Actual Disbursement grid when the DRI is selected (set to True).
  - An Edit-Only Disbursement is disabled when the Disbursement Release Indicator (DRI) is selected (set to True).
  - For Direct Loan, the disbursement sequence #1s for all disbursements will be in sync for the Edit-Only and Actual Disbursement sections on the Disbursement grids.

## **Changes that Apply to Pell**

- **Pell Setup**
  - Disbursement Profile codes are new for Pell.
    - Schools can define Pell Disbursement Profile codes to create disbursements and disbursement dates for groups of students quickly and efficiently.
    - Use of the Pell Disbursement Profile codes is optional.
    - When a Disbursement Profile code is entered on the Pell (Origination) tab and it is saved, the question "Select record ready to send to Pell Processor?" is prompted. When answering Yes, the disbursement tab is activated, the disbursement dates are populated, and the award amount is split evenly between them.
- **Pell Tab**
  - The new verification code of S imports from the Demo tab to the Pell tab.
  - Estimated Disbursement Dates for Pell Payment have been removed from the Pell Tab and added to Pell Disbursement Profile (see above).
- **Pell Disbursement Tab**
  - Pell disbursements now use sequence numbers to track changes to a disbursement (similar to Direct Loan).
  - A COD system-generated disbursement will appear on the associated disbursement with a sequence number between 66 and 90.
  - A Pell award may have a maximum of 20 disbursements. However, using sequence numbers, an individual disbursement can be changed up to 99 times.
  - Disbursement Release Indicator (DRI) field was added to the Disbursement grid. The DRI can be checked (set to True) or unchecked (set to False) based on the record's disbursement dates and your Funding Method. Schools can create and send Edit-Only Disbursements (DRI = False) to COD anytime.

## Requesting an Initial U.S Department of Education PIN

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Access PIN Web site at: <a href="http://www.pin.ed.gov">http://www.pin.ed.gov</a> .                                                                                                                                                                                                                                                                                                                                                                                          |
| 2    | Click <b>PIN REQUEST AND INFORMATION</b> from the left hand side of the Web page.                                                                                                                                                                                                                                                                                                                                                                                            |
| 3    | Click <b>APPLY FOR PIN</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4    | Click <b>NEXT</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5    | Enter personal information: <ul style="list-style-type: none"> <li>– Social Security Number</li> <li>– Last Name</li> <li>– First Name</li> <li>– Middle Initial</li> <li>– Date of Birth</li> <li>– Street Address</li> <li>– City</li> <li>– State</li> <li>– ZIP Code</li> <li>– E-mail address</li> <li>– Re-enter e-mail address</li> <li>– Enter security pass-phrase (6 to 12 alphanumeric characters; not case sensitive)</li> <li>– Re-enter pass-phrase</li> </ul> |
| 6    | Click <b>NEXT</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7    | Click <b>SUBMIT MY PIN APPLICATION</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8    | Receive Confirmation Stamp on PIN Application Confirmation Page.                                                                                                                                                                                                                                                                                                                                                                                                             |

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**Destination Point Administrator—Enroll Additional Users**

| <b>Step</b> | <b>Action</b>                                                                                                                    |
|-------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1           | Access the Student Aid Internet Gateway Online at: <a href="http://www.fsawebenroll.ed.gov">http://www.fsawebenroll.ed.gov</a> . |
| 2           | Click <b>FAA Administration</b> .                                                                                                |
| 3           | Enter your five-digit TG number; do not type TG, enter the number only.                                                          |
| 4           | Click <b>Next</b> .                                                                                                              |
| 5           | Enter the DPA's Social Security Number, Date of Birth, and Mother's Maiden Name.                                                 |
| 6           | Click <b>Next</b> .                                                                                                              |
| 7           | Click <b>Add New FAA User</b> .                                                                                                  |
| 8           | Click <b>Continue</b> .                                                                                                          |
| 9           | Enter the new FAA user's data including Social Security Number, Date of Birth, and Mother's Maiden Name.                         |
| 10          | Click <b>Continue</b> .                                                                                                          |
| 11          | Select the appropriate <b>School Code</b> .                                                                                      |
| 12          | Select the appropriate access rights for the user (read, write, or blank) for each service.                                      |
| 13          | Click <b>Continue</b> .                                                                                                          |
| 14          | Print and sign the required User Statement, to be kept on file at your office.                                                   |
| 15          | The New FAA User is added to the DPA's enrollment. A PIN Mailer or PIN e-mail is delivered to the New FAA User.                  |

## Accessing FAA Access to CPS Online

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Access FAA Web site at: <a href="http://www.fafsa.ed.gov/faa/faa.htm">http://www.fafsa.ed.gov/faa/faa.htm</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2    | Click <b>Next</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3    | Enter your personal information: <ul style="list-style-type: none"> <li>– Social Security Number</li> <li>– First two (2) letters of the last name</li> <li>– Date of Birth</li> <li>– PIN</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4    | Click <b>SUBMIT REQUEST</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5    | Click an option from the menu: <ul style="list-style-type: none"> <li>– <b>Student Inquiry</b> (complete Step 6)</li> <li>– <b>Batch Status</b> (complete Step 7)</li> <li>– <b>Duplicate Renewal Print</b> (complete Step 8)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6    | <b>Student Inquiry option:</b> <ul style="list-style-type: none"> <li>6a. Enter Federal School Code.<br/>Select Award Year from drop-down list.</li> <li>6b. Click <b>Next</b>.</li> <li>6c. Enter student's information:               <ul style="list-style-type: none"> <li>– Social Security Number</li> <li>– First 2 letters of last name</li> </ul> </li> <li>6d. Click <b>Submit</b> to get a list of the student's SAR transactions.</li> <li>6e. To continue, click an option:               <ul style="list-style-type: none"> <li>– <b>View a Different Student's Data</b></li> <li>– <b>Return to FAA Menu</b></li> <li>– <b>Exit</b></li> </ul> </li> </ul> |

Continued on next page

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**Accessing FAA Access to CPS Online (continued)**

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7    | <p><b>Batch Status option:</b></p> <p>7a. Enter Destination Code (TG number).<br/>Enter Federal School Code.<br/>Select Award Year from drop-down list.</p> <p>7b. Click <b>Next</b>.</p> <p>7c. Select how to view batches from list:</p> <ul style="list-style-type: none"><li>– Batch Number</li><li>– Batch (File) Type/Date Range</li></ul> <p>7d. Click <b>Next</b> to continue browsing or select another option:</p> <ul style="list-style-type: none"><li>– <b>New Search</b></li><li>– <b>Return to FAA Menu</b></li><li>– <b>Exit</b></li></ul>                                                                                                                                                                                                                             |
| 8    | <p><b>Duplicate Renewal Print option:</b></p> <p>8a. Enter Destination Code (TG number).<br/>Enter Federal School Code.<br/>Select Award Year from list.</p> <p>8b. Click <b>Next</b> to display the next four steps to be followed:</p> <ul style="list-style-type: none"><li>– Enter the student's Social Security Number (SSN) and Name ID</li><li>– Enter the address where the Renewal Application will be mailed</li><li>– Verify your request information</li><li>– Receive confirmation</li></ul> <p>8c. Click <b>Next</b> after reviewing information.</p> <p>8d. Enter Student's information:</p> <ul style="list-style-type: none"><li>– Social Security Number</li><li>– First 2 letters of last name</li></ul> <p>8e. Click <b>Next</b> to continue with the process.</p> |

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## FAA Access to CPS Online

Remember, to be able to access your school's CPS data online, you need a U.S. Department of Education PIN and you need to be enrolled as a FAA Access to CPS Online user via the Student Aid Internet Gateway.

To logon, go to <http://www.fafsa.ed.gov/faa/faa.htm>.

| <br>FAFSA<br>FAA ACCESS TO<br>CPS ONLINE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  Help  FAQs  Chat  |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|---------------------------------------|-------------|-------------------------------------------------------|----|------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------|-------|
| <b>FAFSA Corrections on the Web</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                          |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| <input checked="" type="checkbox"/> This page may scroll downward.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  Using Corrections on the Web                                                                                                                                                                                                                                         |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| <b>Make Corrections</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                          |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| <p>Once you access the form, you may save the application data to our secure database by selecting the <b>SAVE</b> button at the bottom of each application page. To do so we need the following information. Once this information is entered, you will not be able to change it within the application. If you've entered this information incorrectly, you will need to begin a new application.</p>                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                          |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| <p>A password must be provided and <b>you must remember your password</b> to retrieve your saved application. This is to protect the information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                          |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| <p>Complete the following questions and select <b>Next</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                          |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| <table border="1"> <thead> <tr> <th colspan="2">FAFSA Corrections on the Web</th> </tr> </thead> <tbody> <tr> <td>The student's Social Security Number:</td> <td>591-01-0106</td> </tr> <tr> <td>The student's first two (2) letters of the last name:</td> <td>LA</td> </tr> <tr> <td>The student's Date of Birth:</td> <td>02/01/1985</td> </tr> <tr> <td>Create a Password (4 to 8 characters; differentiate between capital and lower case letters):<br/>If you forget your password, you cannot retrieve the FAFSA you saved! Neither Customer Service nor the U.S. Department of Education has a record of your password.</td> <td>*****</td> </tr> <tr> <td>Re-enter the Password:</td> <td>*****</td> </tr> </tbody> </table> |                                                                                                                                                                                                                                                                                                                                                          | FAFSA Corrections on the Web |  | The student's Social Security Number: | 591-01-0106 | The student's first two (2) letters of the last name: | LA | The student's Date of Birth: | 02/01/1985 | Create a Password (4 to 8 characters; differentiate between capital and lower case letters):<br>If you forget your password, you cannot retrieve the FAFSA you saved! Neither Customer Service nor the U.S. Department of Education has a record of your password. | ***** | Re-enter the Password: | ***** |
| FAFSA Corrections on the Web                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                          |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| The student's Social Security Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 591-01-0106                                                                                                                                                                                                                                                                                                                                              |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| The student's first two (2) letters of the last name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | LA                                                                                                                                                                                                                                                                                                                                                       |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| The student's Date of Birth:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 02/01/1985                                                                                                                                                                                                                                                                                                                                               |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| Create a Password (4 to 8 characters; differentiate between capital and lower case letters):<br>If you forget your password, you cannot retrieve the FAFSA you saved! Neither Customer Service nor the U.S. Department of Education has a record of your password.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | *****                                                                                                                                                                                                                                                                                                                                                    |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| Re-enter the Password:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | *****                                                                                                                                                                                                                                                                                                                                                    |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
|  Need help with this page?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                     |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |
| <div>RETURN TO FAFSA MENU</div> <div>EXIT</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                          |                              |  |                                       |             |                                                       |    |                              |            |                                                                                                                                                                                                                                                                    |       |                        |       |

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**Enroll as Full Participant with COD**

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <p>Submit a Full Participant Request Letter on university or corporate letterhead, including:</p> <ul style="list-style-type: none"> <li>• School Information <ul style="list-style-type: none"> <li>– School Name</li> <li>– Address</li> <li>– OPE ID#</li> <li>– DL G/E Code (if applicable)</li> </ul> </li> <li>• Full Participant Status <ul style="list-style-type: none"> <li>– Program(s) for which your school intends to transmit data to COD as a Full Participant (Pell Grant Program and/or Direct Loan Program)</li> </ul> </li> </ul> <p>Direct Loan Program Full Participants must also include the following information:</p> <ul style="list-style-type: none"> <li>• Data Source (of the school/organization that transmits your data to COD) <ul style="list-style-type: none"> <li>– School/Organization Name</li> <li>– OPE ID#</li> <li>– DL G/E Code (if applicable)</li> </ul> <p>This organization is the SAIG Destination Point. It can be either a school or a third party servicer.</p> </li> <li>• Reporting School <ul style="list-style-type: none"> <li>– Indicate whether your campus/location reports its own data to COD or uses another campus/location to report data on its behalf</li> </ul> <p>This is the DL Code included in the Direct Loan Header record.</p> </li> <li>• Attended School <ul style="list-style-type: none"> <li>– List any additional schools or locations, their OPE ID, and Direct Loan G/E Code (if applicable) for whom your campus/location reports data to COD</li> </ul> <p>These are the DL Codes included in the individual detail record.</p> </li> <li>• Software Product(s) used to transmit data to COD</li> <li>• Contact Information for Financial Aid Director <ul style="list-style-type: none"> <li>– Name</li> <li>– E-mail Address</li> <li>– Phone Number</li> </ul> </li> <li>• Contact Information by Program (primary contact for Direct Loan Program) <ul style="list-style-type: none"> <li>– Name</li> <li>– E-mail Address</li> <li>– Phone Number</li> </ul> </li> </ul> |

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**Appendix C—COD System & Website**

| Step         | Action                                                                                                                                                                                                                                                                                                                    |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2            | Mail or fax the letter (on university or corporate letterhead) to:<br>U.S. Department of Education<br>COD School Relations Center<br>Attn: Full Participant<br>P.O. Box 9003<br>Niagara Falls, NY 14302<br>Fax #: 877/623-5082                                                                                            |
| 3            | Questions or problems concerning this process should be submitted to COD School Relations at (800) 4PGRANT for Pell Grants and (800) 848-0978 for Direct Loans. Schools may also submit questions to <a href="mailto:CODSupport@acs-inc.com">CODSupport@acs-inc.com</a> .                                                 |
| <b>NOTE!</b> | If you signed up to be a 2003-2004 COD Full Participant at the EAC conferences, or by contacting the COD School Relations Center, you do not need to send a Full Participant Request Letter. COD School Relations will send a confirmation e-mail to schools that have already signed up as a 2003-2004 Full Participant. |

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## Set Up School Security Administrator for COD Website

| Step         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | <p>Submit a school administrator request letter on university or corporate letterhead, including:</p> <ul style="list-style-type: none"> <li>• Security Administrator's first and last names</li> <li>• Keyword Identifier = Mother's maiden name (used for security purposes to identify the security administrator if password is forgotten)</li> <li>• Work telephone number</li> <li>• E-mail address</li> <li>• OPE ID</li> <li>• School Name</li> <li>• Job Title</li> <li>• Physical work address</li> <li>• Work fax number</li> <li>• Security Administrator's signature</li> <li>• School approving authority's name, title and signature (e.g., FAA)</li> <li>• Third party vendor used (if applicable)</li> </ul> |
| 2            | <p>Mail the letter (signed and on university or corporate letterhead) to:</p> <p>U.S. Department of Education<br/> COD School Relations Center<br/> Attn: COD Web Access<br/> P.O. Box 9003<br/> Niagara Falls, NY 14302</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3            | <p>The school's Security Administrator will receive a user ID and initial instructions for accessing the COD Website via the e-mail address provided in the initial request letter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4            | <p>For security purposes, the Security Administrator's password will be sent in a second e-mail.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5            | <p>Security Administrator will be provided with instructions on how to set up access for other staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6            | <p>Questions or problems concerning this process should be submitted to COD School Relations at (800) 4PGRANT for Pell Grants and (800) 848-0978 for Direct Loans. Schools may also submit questions to <a href="mailto:CODSupport@acs-inc.com">CODSupport@acs-inc.com</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>NOTE!</b> | <p>If a school's Security Administrator's account needs to be deactivated, please contact your CSR at the COD School Relations Center.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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## Creating and Updating Records via the COD Website

Everyone with a user ID and password for the COD Website has view access to search for and view information. However, with the appropriate security access, you can also create and update records. The step action grids below walk you through the various processes. The screen captures on the following pages provide a preview of what you should see.

### Search for a Person

| Step | Action                                                                                                                                     |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Log in to the COD Website at <a href="https://cod.ed.gov">https://cod.ed.gov</a> .                                                         |
| 2    | Select <b>Person</b> from the main menu.                                                                                                   |
| 3    | If you are unsure as to whether the student/borrower has an existing record, type the SSN or Name in the fields and select <b>Search</b> . |
|      | Note: If you are adding the student for the first time, go to step 4.                                                                      |

### Create New Person

| Step | Action                                                                                           |
|------|--------------------------------------------------------------------------------------------------|
| 4    | From the Person Search screen, type the SSN and select <b>Create New</b> .                       |
| 5    | Type the required field data (name, address, citizenship, etc.) and select <b>Create Award</b> . |

### Create New Award

| Step | Action                                                                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6    | From the Person Search screen, type the SSN or Name in the fields and select <b>Search</b> .                                                                             |
| 7    | Go to the Person Detail Information screen and select <b>Create New Award</b> .<br>(You also can update the person's information from Person Detail Information screen.) |
| 8    | Select <b>Direct Loan</b> as the <b>Type</b> and either <b>Unsubsidized</b> , <b>Subsidized</b> or <b>PLUS</b> as the <b>Subtype</b> .                                   |
| 9    | Enter the Award Amount, Award Dates and other required data.<br>Click <b>Submit</b> when finished.                                                                       |
| 10   | A pop-up box with batch information displays. Click <b>OK</b> to continue.                                                                                               |

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**Create New Disbursement**

| Step | Action                                                                                                                             |
|------|------------------------------------------------------------------------------------------------------------------------------------|
| 11   | From the Person Detail Information screen, click <b>Create New Award</b> .                                                         |
| 12   | From the <b>Create Award</b> screen, select <b>Create New Disbursement</b> .                                                       |
| 13   | Enter the Disbursement Number, Date, and Amount and set the DRI to true if recording an actual disbursement. Click <b>Submit</b> . |

**Update a Record**

| Step | Action                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------------------|
| 14   | From the Person Search screen, type the SSN or Name in the fields and select <b>Search</b> .                                          |
| 15   | Select <b>All Awards</b> from the menu to view all Pell and Direct Loan awards or <b>Direct Loan</b> to view only Direct Loan awards. |
| 16   | Click the <b>Award ID</b> to display the details.                                                                                     |
| 17   | Select <b>Update</b> to change the Award data.                                                                                        |
| 18   | Make the field changes and select <b>Submit</b> .                                                                                     |



**Tip:** Every online transaction is assigned a batch ID that consists of a date and time stamp.



**Note:** A COD Receipt is not generated for Common Record data submitted via the COD Website.

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## Person Search



U.S. DEPARTMENT OF EDUCATION

**COMMON ORIGINATION & DISBURSEMENT**



[Person](#)
[School](#)
[Batch](#)
[Award](#)
[Reports](#)
[User](#)

▼ Person Search

▶ Photo Search

▶ Credit Check Search

### Person Search

[? HELP](#)

Use this screen to search for individuals. The information consists of student and borrower demographics along with details about the awards they hold. Please enter a Social Security Number or Name.

SSN

OR

Name

- Please enter full SSN for SSN search. (No dashes)
- You may enter up to nine characters of the last name and up to five characters of the first name.
- If you enter a partial name the search may take longer to display the results.
- If you enter a valid SSN, the Person Detail page will appear allowing you to view information on individual and their associated awards.
- If you enter a valid name, the Person Detail page will appear allowing you to view information about the person and their associated awards.

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Appendix C-6

2003-2004 EDEExpress Direct Loan Training

135

## Person All Awards Information

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIENTATION & DISBURSEMENT

FSA  
FEDERAL STUDENT AID

Person School Batch Award Reports User

Person Search

Person Info

Detail

All Awards

Direct Loan

Promissory Notes

Credit Check

Events

Correspondence

Memo

Photo Search

Credit Check Search

Person All Awards Information

MAGGIE SMITH

765433082

10/08/1985

Award Year: 02-03

| Program            | Total Award | Total Disbursement |
|--------------------|-------------|--------------------|
| Pell               | \$0.00      | \$0.00             |
| Direct Loan        | \$2,850.00  | \$2,700.00         |
| SUBSIDIZED         | \$2,850.00  | \$2,700.00         |
| UNSUBSIDIZED       | \$0.00      | \$0.00             |
| PLUS               | \$0.00      | \$0.00             |
| Campus Based       | \$0.00      | \$0.00             |
| FEDERAL WORK STUDY | \$0.00      | \$0.00             |
| PERKINS            | \$0.00      | \$0.00             |
| FSEOG              | \$0.00      | \$0.00             |
| Totals             | \$2,850.00  | \$2,700.00         |

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# Create Person



U.S. DEPARTMENT OF EDUCATION  
COMMON ORIENTATION & DISBURSEMENT



Person
School
Batch
Award
Reentry
User

## Create Person

HELP

The fields marked with an asterisk (\*) are required. If creating a PLUS Award Loan enter the students data on this page.

**Common Record Information**

Batch ID2003-06-29T12:09:00.536

\*Attending Entity ID

Entity ID Type
COD
Entity ID

**Personal Information**

\*Last Name

\*First Name

Middle Initial

\*Address

\*City

County

\*State/Province

\*Postal Code

Country
USA

\*SSN

\*Date Of Birth
June292003

Telephone Number

Email

\*Citizenship
US Citizen

**Local Information**

Address

City

County

State/Province

Postal Code

Country

CREATE AWARD

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## Create Award

| U.S. DEPARTMENT OF EDUCATION<br>COMMON ORIGINATION & DISBURSEMENT                                                                                                                                                         |                                                | FSA<br>FAST<br>STUDENT AID |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------|-------|
| Person                                                                                                                                                                                                                    | School                                         | Batch                      | Award |
| <b>Create Award</b> <span style="float: right;">HELP</span>                                                                                                                                                               |                                                |                            |       |
| The fields marked with an asterisk (*) are required.                                                                                                                                                                      |                                                |                            |       |
| <b>Common Record Information</b>                                                                                                                                                                                          |                                                |                            |       |
| Batch ID                                                                                                                                                                                                                  | 2003-06-29T12:07:57.803                        |                            |       |
| Attending Entity ID                                                                                                                                                                                                       | Entity ID Type                                 | Entity ID                  |       |
|                                                                                                                                                                                                                           | COD                                            |                            |       |
| <b>Student</b>                                                                                                                                                                                                            |                                                |                            |       |
| Student Name                                                                                                                                                                                                              | MAGGIE SMITH                                   |                            |       |
| SSN                                                                                                                                                                                                                       | 765433082                                      |                            |       |
| Date of Birth                                                                                                                                                                                                             | 10/28/1985                                     |                            |       |
| Loan Default / Grant Overpay                                                                                                                                                                                              | <input checked="" type="checkbox"/>            |                            |       |
| <b>Award Information</b>                                                                                                                                                                                                  |                                                |                            |       |
| *Type                                                                                                                                                                                                                     | DIRECT LOAN                                    |                            |       |
| *Subtype                                                                                                                                                                                                                  | SUBSIDIZED                                     |                            |       |
| *Award ID                                                                                                                                                                                                                 |                                                |                            |       |
| *Award Year                                                                                                                                                                                                               | '03-'04                                        |                            |       |
| *Award Number                                                                                                                                                                                                             |                                                |                            |       |
| *Award Amount                                                                                                                                                                                                             | \$0.00                                         |                            |       |
| *Award Start Date                                                                                                                                                                                                         | June 29 2003                                   |                            |       |
| *Award End Date                                                                                                                                                                                                           | June 29 2003                                   |                            |       |
| *College Year                                                                                                                                                                                                             | 1st year, undergraduate/never attended college |                            |       |
| *CPS Trans Number                                                                                                                                                                                                         |                                                |                            |       |
| School Use Only                                                                                                                                                                                                           |                                                |                            |       |
| Disclosure Print Indicator                                                                                                                                                                                                | School Prints                                  |                            |       |
| Photo Print Indicator                                                                                                                                                                                                     | None                                           |                            |       |
| *Academic Start Date                                                                                                                                                                                                      | June 29 2003                                   |                            |       |
| *Academic End Date                                                                                                                                                                                                        | June 29 2003                                   |                            |       |
| Loan Fee Percentage                                                                                                                                                                                                       | 3.0%                                           |                            |       |
| Interest Rebate Percentage                                                                                                                                                                                                | 1.5%                                           |                            |       |
| Dependency Status                                                                                                                                                                                                         | Independent                                    |                            |       |
| <a href="#">VIEW PERSON DATA</a> <a href="#">CREATE NEW DISBURSEMENT</a> <a href="#">CANCEL</a> <a href="#">SUBMIT</a>                                                                                                    |                                                |                            |       |
| <a href="#">Home</a> <a href="#">Privacy Act</a> <a href="#">FSA</a> <a href="#">Links</a> <a href="#">Contact Us</a> <a href="#">Today's Update</a> <a href="#">Help</a> <a href="#">Shoppers</a> <a href="#">Log On</a> |                                                |                            |       |

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# Create Disbursement



U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGINATION & DISBURSEMENT



Person
School
Batch
Award
Reports
User

Return to: Award List -> Disbursement List

## Create Disbursement

HELP

CALIFORNIA COLLEGE OF TECHNOLOGY  
765433082503G2351901  
02-03

The fields marked with an asterisk (\*) are required.

Common Record Information

CALIFORNIA COLLEGE OF TECHNOLOGY

Batch ID2003-06-20T12:06:31.087

Attending Entity ID44647086

Disbursement Information

NameMAGGIE SMITH

SSN765433082

Academic Year02-03

Award ID765433082503G2351901

\*Disbursement Number3

Sequence Number1

\*Disbursement DateJune282003

\*Gross Amount\$0.00

\*Fee Amount\$0.00

\*Interest Rebate Amount\$0.00

\*Net Amount\$0.00

\*Payment Trigger FlagTrue

Confirmation FlagFalse

First Disbursement FlagFalse

VIEW PERSON DATAVIEW AWARD DATACANCELSUBMIT

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## Create Update


**U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGINATION & DISBURSEMENT**



Person
School
Batch
**Award**
Reports
User

Return to: Award List

### Update Award Information ? HELP

CALIFORNIA COLLEGE OF TECHNOLOGY  
 1401 10th Avenue  
 922-40

The fields marked with an asterisk (\*) are required.

| Common Record Information |                         |
|---------------------------|-------------------------|
| Batch ID                  | 2003-07-16T11:49:52.374 |
| Attending Entity ID       | 44647086                |

| Student                      |              |
|------------------------------|--------------|
| Student Name                 | MAGGIE SMITH |
| SSN                          | 765433082    |
| Date of Birth                | 10/28/1985   |
| Loan Default / Grant Overpay | 2            |

| Award Information          |                                |
|----------------------------|--------------------------------|
| *Award ID                  | 765433082S03G2351901           |
| *Award Year                | '02-'03                        |
| *Award Number              | 1                              |
| *Award Amount              | \$2,850.00                     |
| *Award Start Date          | April 2 2002                   |
| *Award End Date            | April 1 2003                   |
| *College Year              | 5th year/other undergraduate   |
| *CPS Trans Number          | 1                              |
| School Use Only            |                                |
| Disclosure Print Indicator | COD Prints (Sends to Borrower) |
| Disclosure Print Date      | July 16 2003                   |
| Photo Print Indicator      | None                           |
| *Academic Start Date       | April 2 2002                   |
| *Academic End Date         | April 1 2003                   |
| Loan Fee Percentage        | 3.0%                           |
| Interest Rebate Percentage | 1.5%                           |
| Dependency Status          | Independent                    |

VIEW PERSON DATA
CREATE NEW DISBURSEMENT
CANCEL
SUMMIT

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## Web Site Resources

Resources for Financial Aid Administrators:

| Web site                                                                                                                            | Description                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <a href="http://fsa4schools.ed.gov">http://fsa4schools.ed.gov</a>                                                                   | Schools portal                                                                                       |
| <a href="http://ifap.ed.gov">http://ifap.ed.gov</a>                                                                                 | Information for Financial Aid Professionals Library                                                  |
| <a href="http://fsadownload.ed.gov">http://fsadownload.ed.gov</a>                                                                   | FSA Student Aid Internet Gateway Online (download software, technical references, etc.)              |
| <a href="http://www.fafsa.ed.gov/faa/faa.htm">http://www.fafsa.ed.gov/faa/faa.htm</a>                                               | FAA Access to CPS Online                                                                             |
| <a href="http://edpubs.org/bpos">http://edpubs.org/bpos</a>                                                                         | Bulk Publication Ordering System                                                                     |
| <a href="http://e-grants.ed.gov/gapsweb/epWelcome.asp">http://e-grants.ed.gov/gapsweb/epWelcome.asp</a>                             | e-Payments (FAAs may sign up for read-only access to grant and payment information for their school) |
| <a href="http://www.nasfaa.org">http://www.nasfaa.org</a>                                                                           | NASFAA Conference Presentations                                                                      |
| <a href="http://ed.gov/offices/OSFAP/services/fsatechsubscribe.html">http://ed.gov/offices/OSFAP/services/fsatechsubscribe.html</a> | Subscribe to FSATech Electronic Newsletter                                                           |
| <a href="http://www.cbfisap.sfa.ed.gov">http://www.cbfisap.sfa.ed.gov</a>                                                           | FISAP on the Web (eCampus-Based/FISAP)                                                               |
| <a href="https://cod.ed.gov">https://cod.ed.gov</a>                                                                                 | COD on the Web                                                                                       |
| <a href="http://nslsdfap.ed.gov">http://nslsdfap.ed.gov</a>                                                                         | NSLDS on the Web                                                                                     |
| <a href="http://www.xml.com">http://www.xml.com</a>                                                                                 | XML (Extensible Mark-up Language) info                                                               |

Resources for both Financial Aid Administrators and Students:

| Web site                                                              | Description                                              |
|-----------------------------------------------------------------------|----------------------------------------------------------|
| <a href="http://www.pin.ed.gov">http://www.pin.ed.gov</a>             | PIN Registration                                         |
| <a href="http://fafsademotest.ed.gov">http://fafsademotest.ed.gov</a> | FOTW Demo Site (login ID = eddemo, password = fafsatest) |

Resources for Students:

| Web site                                                        | Description                                                                            |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <a href="http://studentaid.ed.gov">http://studentaid.ed.gov</a> | Students Portal                                                                        |
| <a href="http://www.fafsa.ed.gov">http://www.fafsa.ed.gov</a>   | FAFSA on the Web, Spanish FAFSA on the Web, Renewal on the Web, Corrections on the Web |

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## Subscribing to FSATech Electronic Newsletter



Note: FSATech electronic newsletter is a listserv that provides financial aid administrators the opportunity to ask and get answers to their technical questions about FSA's software or systems. Subscribers will also automatically receive "hot" news flashes about processing and software issues.

| Step         | Action                                                                                                                                                                            |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | Access the sign-up Web site at:<br><a href="http://www.ed.gov/offices/FSA/services/fsatechsubscribe.html">http://www.ed.gov/offices/FSA/services/fsatechsubscribe.html</a> .      |
| 2            | Fill in the form with: <ul style="list-style-type: none"> <li>• E-mail address</li> <li>• The same e-mail address to verify</li> <li>• First name</li> <li>• Last name</li> </ul> |
| 3            | Read through the choices of "individual messages" or "digests" then click the round button next to your choice.                                                                   |
| 4            | When you are ready, click <b>Submit</b> .                                                                                                                                         |
| <b>NOTE!</b> | This Web site also allows you to change your FSATech options and unsubscribe.                                                                                                     |

## Subscribing to IFAP Updates

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Access IFAP web site at: <a href="http://ifap.ed.gov">http://ifap.ed.gov</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2    | Click <b>Member Services</b> in the left hand column on the Web page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3    | If you have not already registered, click <b>Click Here to Register</b> to register as an IFAP member (Your password will be emailed to you within 24 hours).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4    | Once registered, log in with your user name and password.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5    | Click <b>Login</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6    | Click <b>Subscription Options</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7    | <p>Select any of the four updates available and select specific options under each:</p> <ul style="list-style-type: none"> <li>• Weekly Summary of ALL IFAP Additions (Default Setting)</li> <li>• Frequently Generated IFAP Additions (within 48 hours) <ul style="list-style-type: none"> <li>– Action Letters</li> <li>– Dear Partner/Colleague Letters</li> <li>– Direct Loan Bulletins</li> <li>– Electronic Announcements</li> <li>– Policy Bulletins</li> </ul> </li> <li>• Additional Publications by Publication Type (within 48 hours) <ul style="list-style-type: none"> <li>– Audit Guides</li> <li>– Blue Books</li> <li>– Counselor's Handbooks</li> <li>– Default Rate Materials</li> <li>– NSLDS Reference Material</li> <li>– SAR and ISIR Materials</li> </ul> <p>(This is a partial list)</p> </li> <li>• Additional Publications by Program and Service <ul style="list-style-type: none"> <li>– Campus-Based Programs</li> <li>– FFEL</li> <li>– Student eligibility</li> <li>– Verification</li> </ul> <p>(This is a partial list)</p> </li> </ul> |
| 8    | Click <b>Go to SUBMIT</b> button, or click <b>SUBMIT</b> at the bottom of the page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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## Term Translator

The Term Translator is a crosswalk that guides you from the 2002-2003 EExpress legacy process to the 2003-2004 COD process as an EExpress Full Participant.

| 02-03 EExpress Legacy Process | 03-04 EExpress Full Participant                                                                                                                                                                           | 03-04 COD Technical Reference     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Record Layout</b>          | <b>Common Record Layout</b><br>Includes tags with data that comprise the COD Schema for the Common Record in XML format                                                                                   | <b>Common Record Layout</b>       |
|                               | <b>Fixed Length Record Layout</b><br>Non-XML data fields formatted in a fixed length flat file for data requests/acknowledgements exchanged with COD and other external systems (e.g. school's mainframe) | <b>Fixed Length Record Layout</b> |
| <b>Batch</b>                  | <b>Document</b><br>Only contains XML Common Record data exchanged with COD                                                                                                                                | <b>Document</b>                   |
|                               | <b>Batch</b><br>Data records exchanged with external systems and reports received from COD                                                                                                                | <b>Batch</b>                      |
| <b>Batch ID</b>               | <b>Document ID</b><br>Identifies the XML Common Record document exchanged with COD                                                                                                                        | <b>Document ID</b>                |
|                               | <b>Document ID</b><br>Identifies the non-XML file exchanged with COD or an external system                                                                                                                | <b>Batch ID</b>                   |
| <b>Batch Activity</b>         | <b>Document Activity</b><br>Grid that lists all Pell and DL documents or batches submitted and received via EExpress                                                                                      | <b>Batch Search</b>               |
|                               | <b>Receipt</b><br>Indicates whether the XML Common Record document sent was accepted by COD                                                                                                               | <b>Receipt</b>                    |
| <b>Batch Reject</b>           | <b>Receipt</b><br>Indicates whether the XML Common Record document sent was rejected by COD                                                                                                               | <b>Receipt</b>                    |

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# Appendix E—EExpress Direct Loan

| 02-03 EExpress Legacy Process   | 03-04 EExpress Full Participant                                                                                                    | 03-04 COD Technical Reference                          |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Acknowledgement                 | <b>Response</b><br>XML Common Record document returned after COD processing; indicates current status, which updates your database | <b>Response</b>                                        |
| Origination Record              | <b>Origination/Edit Only Record</b><br>Student award data with <i>anticipated</i> disbursement information                         | <b>Edit Only Data</b>                                  |
| Anticipated Disbursement Record | <b>Disbursement Record/Edit Only Disbursement</b><br>Disbursement date and amount AND DRI is not checked                           | <b>Edit Only Data</b><br>DRI = false                   |
| Actual Disbursement Record      | <b>Actual Disbursement Record</b><br>DRI is checked                                                                                | <b>Actual Disbursement Data</b><br>DRI = true          |
| DL School Code                  | <b>DL School Code</b>                                                                                                              | <b>Associated with the Entity ID</b>                   |
|                                 | <b>Source Entity ID</b><br>Entity ID of the sender of the document; may be a third party servicer                                  | <b>Entity ID</b><br>ID number randomly assigned by COD |
|                                 | <b>Reporting Entity ID</b><br>For a school with multiple campuses, identifies the school that submits Direct Loan data to COD      | <b>Entity ID</b>                                       |
|                                 | <b>Attended Entity ID</b><br>Identifies a specific branch campus for a school with multiple campuses                               | <b>Entity ID</b>                                       |
|                                 |                                                                                                                                    | <b>Current Funding Level (CFL)</b>                     |
|                                 | <b>Pushed Cash</b>                                                                                                                 | <b>Pushed Cash</b>                                     |
|                                 | <b>Advance Pay</b>                                                                                                                 | <b>Advance Pay</b>                                     |
|                                 | <b>Cash Monitoring 1 (CM1)</b>                                                                                                     | <b>Cash Monitoring 1 (CM1)</b>                         |
|                                 | <b>Cash Monitoring 2 (CM2)</b>                                                                                                     | <b>Cash Monitoring 2 (CM2)</b>                         |
|                                 | <b>Reimbursement</b>                                                                                                               | <b>Reimbursement</b>                                   |

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## Important Changes to EExpress Direct Loan End-of-Entry Edits

| <b>EExpress<br/>End-of-Entry Edit</b> | <b>Added, Modified, or Removed<br/>for 2003/2004?</b> | <b>Result?</b>                                                                                                                                                            |
|---------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1050                                  | Added                                                 | For PLUS loans, the Loan Amount Approved cannot be increased or decreased if the Credit Decision is E (credit overridden based on approved endorser).                     |
| 1077                                  | Removed                                               | The Edit Only Disbursement total may exceed the Loan Amount Approved.                                                                                                     |
| 1095                                  | Added                                                 | A loan record cannot be saved if the Reporting or Attended Entity ID associated with the School Code is blank.                                                            |
| 1205                                  | Added                                                 | An Actual Disbursement can not be saved if the Funding Method for the School Code listed on the record is blank.                                                          |
| 2002                                  | Added                                                 | You may not enter an Actual Disbursement more than 7/0 days in advance of the disbursement date, depending on the number of days allowed by your school's Funding Method. |
| 3090                                  | Modified                                              | You may record an Actual Disbursement if the Loan Status is R, B or A as long as the MPN Status is S, M, T or A.                                                          |

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## **Exporting Data to an External System**

### **Create an Export File Format**

You want to identify students who have recently had records added to the EExpress database so that you can pass their name and address information to the records office.

| <b>Step</b> | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>    | Select <b>Tools, File Formats</b> from the menu bar.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2</b>    | Click <b>Direct Loan</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>3</b>    | Type a two-character format code for the file you are creating (the code must be unique): <b>01</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4</b>    | Type a description of the format you are creating:<br><b>Student Name ID and permanent address</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>5</b>    | Click each checkbox in the <b>Select</b> column on those fields you want to be included in the records you export. Or in the <b>Select</b> column, click the row of the field you want included and click the <b>Select</b> button. Click <b>Select All</b> if you want to include all fields in the export files.<br><br>Select the fields:<br><b>Current SSN</b><br><b>Last Name - Demo</b><br><b>First Name - Demo</b><br><b>Permanent Address - Demo</b><br><b>Permanent City - Demo</b><br><b>Permanent State - Demo</b><br><b>Permanent Zip Code - Demo</b> |
| <b>6</b>    | Click the <b>Resequence</b> button to shift all selected fields to the top of the list for easy viewing.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>7</b>    | Click <b>Save</b> to save the format.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>8</b>    | Click <b>OK</b> to close the File Formats window.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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**Print an Export File Format**

| <b>Step</b> | <b>Action</b>                                                                    |
|-------------|----------------------------------------------------------------------------------|
| <b>1</b>    | Select <b>File, Print</b> from the menu bar.                                     |
| <b>2</b>    | Click the <b>Direct Loan</b> tab.                                                |
| <b>3</b>    | Select the report <b>Record Layout-User Defined Formats-External Loan Data</b> . |
| <b>4</b>    | Click <b>Screen</b> to view the output to the screen.                            |
| <b>5</b>    | Click the ellipsis button for the <b>Format Code</b> to display a list of codes. |
| <b>6</b>    | Highlight the desired code: <b>01</b> .                                          |
| <b>7</b>    | Click <b>OK</b> to close.                                                        |
| <b>8</b>    | Click <b>OK</b> to print the report.                                             |
| <b>9</b>    | The printout provides the layout for format you created.                         |
| <b>10</b>   | Click <b>Close</b> when finished viewing.                                        |

**Export Data Using a File Format**

| <b>Step</b> | <b>Action</b>                                                                                                    |
|-------------|------------------------------------------------------------------------------------------------------------------|
| <b>1</b>    | Select <b>File, Export</b> from the menu bar.                                                                    |
| <b>2</b>    | Click the <b>Direct Loan</b> tab.                                                                                |
| <b>3</b>    | Select <b>External Loan Data</b> in the Export Type field.                                                       |
| <b>4</b>    | Confirm that the default Export To: path is the one you want. If not, select the desired location and file name. |
| <b>5</b>    | Select the Export Status. The default is Y.                                                                      |
| <b>6</b>    | Select the Delimiter. Fixed Length is the default.                                                               |
| <b>7</b>    | Click the ellipsis button for the <b>Format Code</b> to display a list of codes.                                 |
| <b>8</b>    | Highlight the desired code: <b>01</b> .                                                                          |
| <b>9</b>    | Click <b>OK</b> .                                                                                                |
| <b>10</b>   | Click the <b>Selection Criteria</b> button to specify the records to export.                                     |

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## Appendix E—EExpress Direct Loan

| Step | Action                                                                                                                  |
|------|-------------------------------------------------------------------------------------------------------------------------|
| 11   | Click the ellipsis button to view a list of queries.                                                                    |
| 12   | To limit the population to records added within a certain date range select <b>Add Date Range</b> and click <b>OK</b> . |
| 13   | Type the From and To dates: <b>20030501 to 20030801</b> .                                                               |
| 14   | Click <b>OK</b> .                                                                                                       |
| 15   | Click <b>OK</b> to export.                                                                                              |

### View the Exported Data in Excel

| Step | Action                                                                                                                                                                                                             |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Open Excel.                                                                                                                                                                                                        |
| 2    | Select <b>File, Open</b> from the menu bar.                                                                                                                                                                        |
| 3    | Locate your file in the open dialog box. The default file path is to place the files in IAM/DATA with name.<br><br>DEER04IN.DAT                                                                                    |
| 4    | <i>The Text Import Wizard displays. Follow the steps as provided in the Wizard. Depending on the version of Excel, the steps may vary slightly.</i>                                                                |
| 5    | Select <b>Fixed Width</b> and click <b>Next</b> .                                                                                                                                                                  |
| 6    | The next screen determines how the data is parsed.<br><br>Place a line after the SSN.<br><br>Remove the two lines in the Street Address.<br><br>Move the line next to City.<br><br>Add a line before the Zip Code. |
| 7    | Click <b>Next</b> .                                                                                                                                                                                                |
| 8    | Click <b>Finish</b> .                                                                                                                                                                                              |
| 9    | Move the column lines to add width to each column to view the data.                                                                                                                                                |
| 10   | Close Excel when finished viewing.                                                                                                                                                                                 |

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## Using Grids to Export Data

EExpress displays records in the database as grids, such as those that are displayed when you click the List button in the Open Student dialog box or when you use the Browse function on the Tools menu. In addition to viewing data in these grids on the screen, you can manipulate the view and even print and export the data to a file.

When browsing the data in a database grid, you can use your mouse for some special functions. When viewing a list of records in a database window, position your mouse pointer on the heading of a column, then click on the right mouse button to see a menu that includes the following options:

- **Print the Grid**—prints the grid as displayed. You can hide and change the order of columns to create a customized printed copy of the grid. You'll probably want to click the Properties button in the Print dialog box and change the page orientation to Landscape.
- **Export Grid to File**—exports the grid to a file in fixed or delimited ASCII format for you to use for other purposes. As with the Print the Grid option, you might need to experiment with the page orientation if you view or print the file.

One reason you may want to export the grid is to use the Document Activity database as a process or tracking log. You can export the document activity information and view it in Excel just as in export file discussed earlier in this session. The following provides steps for exporting the Document Activity Database to a file.

## Export Grid to a File

| Step | Action                                                           |
|------|------------------------------------------------------------------|
| 1    | Select <b>Tools, Browse, Direct Loan</b> from the menu bar.      |
| 2    | Click the <b>Document Activity</b> tab.                          |
| 3    | Right mouse click on one of the column headings.                 |
| 4    | Select <b>Export Grid to File</b> .                              |
| 5    | Select <b>Fixed Length</b> and click <b>OK</b> .                 |
| 6    | Select the path and folder to save the file and type a filename. |
| 7    | Click <b>Save</b> .                                              |

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## Import Edit Report

Report Date: 03/29/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 11:33:06 2003-2004 EExpress  
 Student Response

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*

Document ID: 2003-10-11T02:57:07.6210010100

| Last Name<br>SSN<br>Date Of Birth | Response<br>Code | Error<br>Code | Field In Error | Reported Value        |
|-----------------------------------|------------------|---------------|----------------|-----------------------|
| CORREA<br>377702499<br>1963-03-03 | R                | 012           | Identifiers    | 3777024991963-03-03CO |
| GEHRY<br>603936471<br>1984-02-25  | R                | 012           | Identifiers    | 6039364711984-02-25GE |

Report Date: 03/29/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 11:33:06 2003-2004 Federal Direct Loan Program

Edit Only Response Import Edit Report

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

Document ID: 2003-10-11T02:57:07.6210010100

| LOAN ID/<br>COD IDENTIFIER | LOAN ORIGINATION STATUS<br>MPN STATUS  | ERROR CODES |
|----------------------------|----------------------------------------|-------------|
| 377702499U04G99997001      | REJECTED<br>PENDING MPN ON FILE AT COD | 012         |
| 603936471S04G99997001      | REJECTED<br>PENDING MPN ON FILE AT COD | 012         |
| 601327907S04G99997001      | SKIPPED                                |             |
| TOTAL RECORDS ACCEPTED     | 0                                      |             |
| TOTAL RECORDS IN ERROR     | 2                                      |             |
| TOTAL RECORDS PENDING      | 0                                      |             |
| TOTAL RECORDS SKIPPED      | 1                                      |             |
| TOTAL RECORDS IN DOCUMENT  | 3                                      |             |

## Appendix E—EExpress Direct Loan

Report Date: 03/29/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 11:33:06 2003-2004 Federal Direct Loan Program  
Disbursement Response Import Edit Report

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Document ID: 2003-10-11T02:57:07.6210010100

| LOAN ID                       | # | DISB.DATE  | FIELD IN ERROR |
|-------------------------------|---|------------|----------------|
| 377702499U04G999997001        | 1 | 07/09/2003 | 012 - true     |
| 603936471S04G999997001        | 1 | 07/09/2003 | 012 - true     |
| 601327907S04G999997001        | 1 | 07/09/2003 |                |
| TOTAL RECORDS IN ERROR        |   |            | 2              |
| TOTAL DUPLICATE DISBURSEMENTS |   |            | 0              |
| TOTAL RECORDS SKIPPED         |   |            | 0              |
| TOTAL RECORDS ACCEPTED        |   |            | 1              |
| TOTAL RECORDS IN DOCUMENT     |   |            | 3              |

Report Date: 03/29/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 1

Report Time: 11:33:06 2003-2004 FEDERAL PELL GRANT PROGRAM

Origination Response

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

Document ID: 2003-10-11T02:57:07.6210010100

| Origination/<br>COD Identifier | Response<br>Code | Error<br>Code | Field In Error | Reported Value |
|--------------------------------|------------------|---------------|----------------|----------------|
|--------------------------------|------------------|---------------|----------------|----------------|

|                                      |  |  |  |   |
|--------------------------------------|--|--|--|---|
| Total Records in Document            |  |  |  | 2 |
| Total Records Accepted and Corrected |  |  |  | 2 |
| Total Records Rejected               |  |  |  | 0 |
| Total Records Skipped                |  |  |  | 0 |
| Total Records Duplicated             |  |  |  | 0 |

|                                   |  |  |    |          |
|-----------------------------------|--|--|----|----------|
| Total Amount Reported in Document |  |  | \$ | 6,863.00 |
|-----------------------------------|--|--|----|----------|

|                                                 |  |  |    |          |
|-------------------------------------------------|--|--|----|----------|
| Total Amount Accepted and Corrected in Document |  |  | \$ | 6,863.00 |
|-------------------------------------------------|--|--|----|----------|

## Appendix E—EExpress Direct Loan

Report Date: 03/29/2003 U.S. DEPARTMENT OF EDUCATION PAGE: 1

Report Time: 11:33:06 2003-2004 FEDERAL PELL GRANT PROGRAM

### Disbursement Response

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

Document ID: 2003-10-11T02:57:07.6210010100

| Origination   | Disbursement |                |                |
|---------------|--------------|----------------|----------------|
|               | # Seq Date   |                |                |
| Response Code | Error Code   | Field In Error | Reported Value |

|                                                   |  |  |   |
|---------------------------------------------------|--|--|---|
| Total Disbursement Records in Document            |  |  | 8 |
| Total Disbursement Records Accepted and Corrected |  |  | 8 |
| Total Disbursement Records Rejected               |  |  | 0 |
| Total Disbursement Records Skipped                |  |  | 0 |
| Total Disbursement Records Duplicated             |  |  | 0 |

|                                                              |    |          |
|--------------------------------------------------------------|----|----------|
| Total Disbursement Amount Accepted and Corrected in Document | \$ | 6,863.00 |
| Total Disbursement Amount Reported in Document               | \$ | 6,863.00 |



## Master Promissory Note Features

**2003-2004 Modification:** All MPNs are processed using the multi-year (MY), single-year (SY), or, in the case of PLUS loans, single-loan (SL) feature. Each feature is discussed in more detail below.

### Multi-Year MPN Feature

**2003-2004 Modification:** Beginning in award year 2003-2004, the U.S. Department of Education has expanded the authority for multi-year use of the Master Promissory Note (MPN) in the William D. Ford Federal Direct Loan (Direct Loan) and Federal Family Education Loan (FFEL) programs. Under the expanded authority, unless a school is specifically informed otherwise, all Direct Loan schools may allow their student borrowers (and their parent borrowers under the PLUS MPN) to receive loans for subsequent academic years based upon a previously signed MPN (even if that MPN was signed before the effective date of the expanded authority).

For more information regarding eligibility for the MY MPN feature see the Dear Colleague Letter GEN-02-10 (November 2002).

### Business Rules:

1. Starting in 2003-2004, the MY feature applies to all loan types. (Subsidized, Unsubsidized and PLUS).
2. Starting in 2003-2004, the MY feature has been expanded to include Direct Loan schools that are not four-year colleges or graduate or professional schools.
  - The expanded authority for multi-year use of the MPN is effective beginning with any Direct Loan for the 2003-2004 year (a loan with an identification number that includes "04") that is processed after the COD system start up for the 2003-2004 award year.
3. Any Direct Loan school that is not a four-year college or graduate or professional school that would like to use the multi-year feature of the MPN beginning with the COD system start up for the 2003-2004 award year must inform COD School Relations Center by phone at 800/848-0978 or by e-mail at [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com) by March 14, 2003.
  - Any Direct Loan school that is not a four-year college or graduate or professional school and that does not inform the Department by March 14, 2003 that it would like to use the multi-year feature of the MPN will be identified in the COD System at start up for the 2003-2004 award year as using the single-year feature of the MPN for the purpose of linking loans for the 2003-2004 award year
4. New schools to the Direct Loan program that are eligible for the MY feature under the expanded authority for multi-year use of the MPN will be defaulted to use the MY feature in the COD system
5. Multiple loans for a borrower are linked to the same MPN across schools and academic years.
6. A school using the MY feature can use any MPN accepted by the COD System (even if that MPN was signed before the effective date of the expanded authority for multi-year use of the MPN).

## **Appendix F—Direct Loan Business Rules**

7. When processing 2002-2003 loan records and forward, COD is aware of open MPNs processed by the LOC for program years prior to 2002-2003.
8. Schools using the MY feature must have a confirmation process in place.

**Note:** For more details regarding a confirmation process, refer to the Direct Loan School Guide, Chapter 6 at <http://www.ed.gov/DirectLoan/pubs/profpubs.html>.

9. The COD system allows schools eligible for the MY feature to opt between the MY feature and the Single-Year (SY) feature.

### **Schools Opting for Single-Year MPN Feature**

The COD system allows schools eligible for the MY feature to opt between the MY feature and the Single-Year (SY feature).

#### **Business Rules:**

1. When a school opts to process MPNs using the MY or SY feature, the feature selected applies to all Direct Loans processed by the school (subsidized, unsubsidized and PLUS loans).
  - All loans are processed using the SY feature OR all loans are processed using the MY feature.
2. If an eligible school opts to change the SY/MY feature, the change applies only to MPNs received at COD after the change is processed on the COD system.
3. Awards received after the date the option is changed link to an MPN using the newly selected option.
4. Schools must contact COD School Relations to change their SY/MY feature.

### **Single-Year MPN Feature**

The single-year (SY) MPN feature requires that a new MPN be completed by a borrower for each academic year. All schools NOT eligible to process MPNs using the MY feature, must use the SY feature. Schools eligible for the MY feature may opt to process MPNs using the SY feature as discussed in the previous section.

#### **Single-Year MPN Feature Business Rules:**

1. The SY feature of the MPN is available to all schools.
2. All schools NOT eligible to process MPNs using the MY feature must use the SY feature. Therefore, the COD system does not allow these schools to change this processing feature.
3. Under the SY feature a new MPN must be generated each academic year for each student.
4. A SY school must use an MPN generated at or for that school only.
5. A SY school can link multiple loans for the same academic year, for the same borrower, to the same MPN.
6. The academic year start and end dates must be the same on all loan records linked to a specific MPN under the SY feature.
7. When a school eligible for the MY feature opts to use the SY feature, the school must update their option on the COD website.

## **Business Rules Unique to PLUS MPN:**

1. The PLUS MPN is to be used for PLUS processing for award years 2003-2004 and forward.
2. The Award Amount Requested field does not appear on the MPN for PLUS.
3. For award year 2003-2004 and forward, Promissory Note Responses for PLUS MPNs (including unsolicited Promissory Note Responses) do NOT contain the Award Amount Requested data element.
4. The PLUS MPN is for one or more PLUS loans that one parent borrows for one student.
5. The parent borrower can have multiple PLUS MPNs on the COD system for the same or for different students for the same or subsequent academic years. See EXAMPLE #1 below.
6. A student can have multiple parents borrow PLUS loans for the same or subsequent academic years. See EXAMPLE #2 below.
7. A parent borrower of a PLUS loan can also be a student borrower of a separate Sub/Unsub award.
8. The student associated with a PLUS loan cannot be the endorser for that same PLUS award.
9. The student associated with a PLUS loan cannot be the same person as the borrower for that same PLUS award.
  - If the PLUS borrower has the same SSN as the student associated with the PLUS award, the COD system rejects with COD edit 016.
10. Once a PLUS borrower signs a PLUS MPN, the borrower authorizes the COD system to perform an initial credit check and future credit checks for awards made under that MPN, without requiring subsequent authorization. Thus, multiple credit decisions can be associated with one MPN.
11. The PLUS MPN Status can be viewed on the COD Website.

### **Examples:**

#### **1. Parent borrower with multiple MPNs for multiple students:**

Parent James Smith has two students (Jack and Jill) attending school during the same award year (2003-2004). Their father, James Smith, signs a PLUS MPN for student Jack Smith for 2003-2004 and signs a separate PLUS MPN for student Jill Smith for 2003-2004.

#### **2. Student with multiple MPNs for multiple parent borrowers:**

Student Jack is attending school and multiple parents are helping to fund his education. Jack's father, James Smith, borrows a PLUS loan and signs an individual PLUS MPN for Jack Smith. In addition, Jack's stepfather, Robert Jones, borrows a PLUS loan for Jack and signs a separate PLUS MPN. Thus, there are two MPNs on the COD System associated with Jack for the same award year, 2003-2004, but for different parent borrowers.

## **Single-Loan MPN Feature (PLUS only)**

1. The single-loan (SL) MPN is an MPN linked to a PLUS loan that is accepted with an Endorser with an approved credit decision. Once an Endorser is associated with a PLUS loan, the MPN linked to that PLUS loan cannot be linked to any other loans even if the school processes MPNs using the multi-year (MY) feature.
2. An MPN for a PLUS loan becomes a SL MPN under the following conditions:
  - An endorser is obtained because the borrower has received an adverse credit decision,
  - The award receives an approved credit decision for the endorser, AND
  - The award is linked to the PLUS MPN.
3. When a PLUS Loan with an Endorser is linked to an MPN, the COD system returns an MPN Status of Accepted on the Response. However, this MPN is flagged by the COD system as a SL MPN so that no further loans can be linked to this note.
4. Once a SL MPN is established, it becomes an inactive MPN and no other awards will be linked to that same MPN.
5. Once a SL MPN is established, all other pending and active PLUS MPNs for the borrower become inactive, including the SL MPN.
6. When a PLUS loan with an endorser is linked to an MPN, the MPN Status displayed on any future ISIRs will be Inactive.
7. If the borrower wants to borrow a subsequent PLUS loan a new MPN must be generated and signed.



## Disclosure Statement Printing Rules

1. Starting in 2003-2004, Disclosure Statements are generated for all loan types (subsidized, unsubsidized and PLUS loans).
2. Disclosure Statement Print Code is a data element on the Common Record indicating whether the school or COD prints the Disclosure Statement.
3. The valid values for the Disclosure Statement Print Code are:
  - **Y** = COD prints and sends to borrower (appears as **S** in EDEExpress)
  - **R** = COD reprint (appears as **Z** in EDEExpress)
  - **S** = School Prints and Sends to Borrower (appears as **O** in EDEExpress)
4. A valid value of **S** for School Prints and Sends to Borrower has been added to the 2003-2004 Common Record Layout for the Disclosure Statement Print Code.
  - The COD system does NOT print a Disclosure Statement when the Disclosure Statement Print Code on the Common Record has a value of **S** (School prints and sends to borrower).
5. If an award does not contain the Disclosure Statement Print Code, the COD System defaults to the option on the school profile when processing the award.
6. Disclosure Statements printed by a school must be printed on the approved Disclosure Statement form.
  - When available, school may contact COD School Relations for the Disclosure Statement form.
  - When printing the Disclosure Statement, it is recommended to use Courier, 10 point, 12 pitch font.
7. The party (school or COD) who is responsible for printing and mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure Statement, when the Disclosure Statement is for a subsequent loan under an MPN.
8. Disclosure Statements must be provided to the Student borrower (for subsidized/unsubsidized) or Parent borrower (for PLUS) before or at the time of the first disbursement.
  - If a school submits actual disbursements for a loan award to the COD System after the first disbursement is made, the school must provide the borrower with the Disclosure Statement and the Plain Language Disclosure (if necessary) before or at the time of the first disbursement, unless a disclosure statement was previously sent by the COD System through an Edit Only record with disbursement information.
9. The COD system does NOT print a Disclosure Statement for a PLUS award until the award has an approved credit decision.
10. For subsidized and unsubsidized loans, the COD System generates a Disclosure Statement 30 calendar days before the first disbursement date.
11. For PLUS loans, the COD System generates a Disclosure Statement 30 calendar days before the first disbursement date if there is an approved credit decision.

12. If the disbursement information is submitted to the COD System less than 30 calendar days before the first disbursement date, the Disclosure Statement is printed immediately by COD, unless the school indicated that it provided the Disclosure Statement.
13. The COD system prints and mails a Disclosure Statement for a PLUS award upon receipt of an approved credit decision if the 30-day criterion has passed, unless the Disclosure Statement Print Code on the award or the school's print profile indicates that the school provides the Disclosure Statement.

**Note:** In order for the COD System to generate a Disclosure Statement, disbursement information must be submitted and accepted by the COD System. If you wait and submit disbursement information seven (7) calendar days prior to the disbursement date, the Disclosure Statement prints seven (7) calendar days prior to the disbursement date.

14. The COD system prints a Disclosure Statement only once for each borrower unless the school requests a reprint.
15. The COD system reprints and resends the Disclosure Statement when the Disclosure Statement Print Code = **R** (COD reprint).
16. The COD system does NOT automatically reprint Disclosure Statements when changes to the Award Amount, Disbursement Dates, or Disbursement Amounts are received.
17. When a Disclosure Statement is reprinted, the data printed on the statement is the current data in the COD system and may not match the original disclosure statement.
18. When a request is received to reprint the Disclosure Statement for a subsequent award under an MPN, the school or COD system, depending on who has responsibility for printing the Disclosure Statement, reprints the Plain Language Disclosure.
19. The COD system prints and mails the Disclosure Statement upon receipt of an actual disbursement (Disbursement Release Indicator = true), unless the award or the schools print profile indicates that the school provided the Disclosure Statement.
20. When a Disclosure Statement for a **subsidized/unsubsidized award** does not include all anticipated disbursements (Disbursement Release Indicator = false) and the amounts listed under the Net Disbursement Amount does not equal the Net Loan Amount, the COD system will print a standard statement in Section 9 that states: "Your school will inform you of the remaining disbursement(s) of your loan."
21. When a Disclosure Statement for a **PLUS award** does not include all anticipated disbursements (Disbursement Release Indicator = false) and the amounts listed under the Net Disbursement Amount does not equal the Net Loan Amount, the COD system prints a standard statement in Section 12 of the Disclosure Statement that reads: "The school will inform you of the remaining disbursement(s) of your loan."
22. The COD system does NOT require Full Participants to provide disbursement information prior to disbursement. If a Full Participant sends in an Award without disbursement information and COD does not have an indication that the school has printed/provided or will print/provide the disclosure statement, a warning edit (110) is sent on the Award Response to the school. Warning Edit 110 reads: "School must print/provide the disclosure statement unless it sends disbursement data to COD at least 5 days before the first disbursement date." Warning Edit 110 is returned to the school under the following conditions:



- A DL Award is submitted without anticipated disbursement data (Disbursement Release Indicator = false) AND
  - The school has sent the Disclosure Statement Print Indicator = Y (COD Prints) OR
  - The Disclosure Statement Print Code is omitted or nil AND the School Profile Option = COD prints
23. If a Full Participant does not send actual disbursements (Disbursement Release Indicator = true) to COD at least 5 days before the first disbursement date and COD does not have an indication that the school has printed/provided the disclosure statement, a warning edit (111) is sent on the Disbursement Response to the school. Warning Edit 111 reads: "First Actual Disbursement was submitted less than 5 days before the first disbursement date without an indication that the school printed/provided a disclosure statement."
24. Warning Edit 111 is returned to the school under the following conditions:
- First Actual Disbursement Indicator = Y and Disbursement Release Indicator = true AND
  - COD does not have anticipated disbursement data (Disbursement Release Indicator = false) on file for this award and therefore the Disclosure Statement has not been printed AND
  - The disbursement is not sent at least 5 days before the first disbursement date (date associated with disbursement with 1st disbursement Indicator) AND
  - The Disclosure Statement Print Code is set to Y (COD Prints) OR
  - The Disclosure Statement Print Code is set to nil or omitted and the School Profile is set to COD Prints

**Example: Printing Disclosure Statements Based on School Options and Disclosure Statement Print Code**

| School Option set within COD System | Full Participant Disclosure Statement Print Code        | COD System Prints |
|-------------------------------------|---------------------------------------------------------|-------------------|
| School Prints                       | Nillable or No tag                                      | NO                |
| School Prints                       | S (School prints)                                       | NO                |
| School Prints                       | Y (COD prints and sends to borrower)<br>R (COD reprint) | YES               |
| COD Prints                          | Nillable or No tag                                      | YES               |
| COD Prints                          | S (School prints)                                       | NO                |
| COD Prints                          | Y (COD prints and sends to borrower)<br>R (COD reprint) | YES               |

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**Appendix F—Direct Loan Business Rules****When COD Prints a Disclosure Statement Based on Receipt of Disbursement Information**

| <b>Disb. Info Submitted</b>                            | <b>Date Disb. Info Submitted</b> | <b>Disbursement Release Indicator</b> | <b>Disb. Date</b> | <b>Disclosure Statement Generated by COD</b> |
|--------------------------------------------------------|----------------------------------|---------------------------------------|-------------------|----------------------------------------------|
| More than 30 calendar days prior to first disbursement | 08-01-03                         | False                                 | 09-10-03          | 08-12-03                                     |
| 30 calendar days prior to first disbursement           | 08-12-03                         | False                                 | 09-10-03          | 08-12-03                                     |
| 7 calendar days prior to first disbursement            | 09-03-03                         | True or False                         | 09-10-03          | 09-03-03                                     |
| On Disb. Date                                          | 09-10-03                         | True or False                         | 09-10-03          | 09-10-03                                     |

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## IFAP - Direct Loan Bulletins

Publication Date: February 2003

Bulletin ID: DLB-03-07

Summary: Implementation of a Master Promissory Note for Direct PLUS Loans

February 2003

DLB-03-07

Subject: Implementation of a Master Promissory Note for Direct PLUS Loans

Dear Partner:

The Office of Management and Budget has approved Master Promissory Notes for use in making PLUS Loans in the William D. Ford Federal Direct Loan (Direct Loan) and Federal Family Education Loan (FFEL) programs. This bulletin describes the Federal Direct PLUS Loan Application and Master Promissory Note that will be used in the Direct Loan Program, and explains how it will be implemented. (For details on the implementation of the Master Promissory Note for PLUS Loans made under the FFEL Program, see Dear Colleague Letter GEN-03-03.)

Throughout this bulletin, the term "Direct PLUS MPN" refers to the Federal Direct PLUS Loan Application and Master Promissory Note, and the term "Direct Subsidized/Unsubsidized MPN" refers to the Federal Direct Stafford/Ford Loan - Federal Direct Unsubsidized Stafford/Ford Loan Master Promissory Note. The term "MPN" refers to both Master Promissory Notes (Direct PLUS and Direct Subsidized/Unsubsidized).

A copy of the Direct PLUS MPN is attached to this bulletin, along with the new Endorser Addendum, Direct PLUS Loans Borrower's Rights and Responsibilities Statement, and Direct PLUS Loans Plain Language Disclosure that are to be used in conjunction with the Direct PLUS MPN.

### ***Federal Direct PLUS Loan Application and Master Promissory Note***

The Direct PLUS MPN is a promissory note that can be used to make one or more Direct PLUS Loans to a parent borrower to help pay for the educational costs of one dependent student for one or more academic years. Generally, a parent borrower will be required to complete a Direct PLUS MPN only once, when the parent first borrows a Direct PLUS Loan for a dependent student. In most cases, the parent may then receive additional Direct PLUS Loans for that student for up to 10 years without completing a new Direct PLUS MPN, as long as the student continues to attend a Direct Loan school that is authorized and chooses to make multiple loans under the Direct PLUS MPN. As with the Direct Subsidized/Unsubsidized MPN, a school may require a parent borrower to complete a new Direct PLUS MPN each academic year. Likewise, a parent borrower may choose to complete a new Direct PLUS MPN for each Direct PLUS Loan.

The Direct PLUS MPN allows one parent to borrow one or more Direct PLUS Loans for one dependent student. This means that a parent who wants to borrow Direct PLUS Loans for more than one dependent student must complete a separate Direct PLUS MPN for each student. In addition, if different parents want to borrow Direct PLUS Loans for the same student, each parent must complete a separate Direct PLUS MPN.

## **Appendix F—Direct Loan Business Rules**

To the extent possible, the language on the Direct PLUS MPN matches the language on the Direct Subsidized/Unsubsidized MPN, differing only where necessary to reflect terms and conditions that are specific to Direct PLUS Loans. As is the case with multiple loans made under a single Direct Subsidized/Unsubsidized MPN, each Direct PLUS Loan received under a Direct PLUS MPN is a separate and distinct loan. The terms that apply to each loan (for example, interest rates) are dependent on the terms that are in effect at the time each loan is made.

### ***Effective date for use of the Direct PLUS MPN***

The new Direct PLUS MPN and related documents (Endorser Addendum, Direct PLUS Loans Borrower's Rights and Responsibilities Statement, Direct PLUS Loans Plain Language Disclosure) are to be used beginning with any Direct PLUS Loan made for the 2003-2004 year (that is, a loan with an identification number that includes "04").

The current "Federal Direct PLUS Loan Application and Promissory Note" (OMB No. 1840-0666 or 1845-0051), "Addendum to Federal Direct PLUS Loan Promissory Note - Endorser" (OMB No. 1840-0679 or 1845-0060), and "Federal Direct PLUS Loans (for Parent Borrowers) Borrower's Rights and Responsibilities" remain valid and must continue to be used for making Direct PLUS Loans for years prior to 2003-2004.

### ***School eligibility for multi-year use of the Direct PLUS MPN***

Under the expanded authority for multi-year use of the MPN that was announced in Dear Colleague Letter GEN-02-10, any Direct Loan school that is not specifically informed otherwise may allow a parent borrower to receive Direct PLUS Loans for subsequent academic years based on a previously completed Direct PLUS MPN. For more detailed information on the implementation of the expanded authority for multi-year use of the MPN in the Direct Loan Program, see Direct Loan Bulletin (DLB) 03-02.

As noted above and in DLB 03-02, an otherwise eligible Direct Loan school is not required to use the multi-year feature of the Direct PLUS MPN and may require a parent borrower to complete a new Direct PLUS MPN each academic year. Such a school may choose to be designated in the Common Origination and Disbursement (COD) System as using the single-year feature of the MPN. However, if a school opts to be designated as using the single-year feature of the MPN, that designation applies to all Direct Loans processed by the school (Direct Subsidized, Direct Unsubsidized, and Direct PLUS). This means that a school may not, for example, choose to be designated in the COD System as using the single-year feature of the MPN for Direct Subsidized Loans and Direct Unsubsidized Loans, and the multi-year feature of the MPN for Direct PLUS Loans.

As with the Direct Subsidized/Unsubsidized MPN, even if a school is not authorized to use or chooses not to use the multi-year feature of the Direct PLUS MPN, it may make multiple Direct PLUS Loans under a single Direct PLUS MPN within the same academic year.

### ***Active confirmation process required with multi-year use of the Direct PLUS MPN***

For loans made under the multi-year feature of the MPN, the regulations that govern the Direct Loan Program require a school that is authorized for multi-year use of the MPN to develop and document a confirmation process in accordance with guidelines established by the U.S. Department of Education (ED). The purpose of a confirmation process is to provide a means for a borrower to accept or decline a loan made for a subsequent academic year under the multi-year feature of an MPN. This helps to provide for greater borrower control and understanding of loan debt. For Direct



Subsidized Loans and Direct Unsubsidized Loans, a school's confirmation process may be either active or passive. An active confirmation process is one that requires a borrower to take action to accept or confirm a loan before any loan funds may be disbursed. A passive confirmation process requires that a borrower be notified when a loan for a subsequent academic year is made, but the borrower must take action only if he or she does not want the loan, or wants to change the loan amount. With a passive process, loan funds may be disbursed after the borrower has been notified of the new loan.

Because Direct PLUS Loan funds generally are not paid directly to the parent borrower, but rather are applied to the student's account at the school, and because Direct PLUS Loan amounts are often significantly higher than Direct Subsidized Loan and Direct Unsubsidized Loan amounts, it is particularly important for parents to have control over the borrowing process and to be aware of the loan debt they are incurring. Therefore, a school must have an active confirmation process for Direct PLUS Loans made under the multi-year feature of the Direct PLUS MPN, even if the school uses a passive confirmation process for Direct Subsidized Loans and Direct Unsubsidized Loans. Regardless of the maximum Direct PLUS Loan amount that a parent is eligible to borrow, a school may not originate a loan for more than the amount the parent has confirmed that he or she wants to borrow.

The following are examples of active confirmation processes that a school might use:

- Requiring the parent borrower to sign and return an award letter that indicates the specific amount of the Direct PLUS Loan.
- Requiring the parent borrower to request a specific Direct PLUS Loan amount and documenting that request.
- Documenting the parent borrower's acceptance of a loan through an electronic process that requires a personal identification number (PIN).

As is the case with the confirmation process for Direct Subsidized Loans and Direct Unsubsidized Loans, a school must keep a description of its Direct PLUS Loan active confirmation process that is in effect for each academic year in which the school makes loans for subsequent academic years under previously completed Direct PLUS MPNs. Ideally, a school's confirmation process would be described in a student handbook or other financial aid publication that is issued each academic year. The description of the confirmation process may be kept in either paper or electronic format; it need not be included in borrower files. It must be kept indefinitely, and must be submitted to ED upon request if a borrower challenges the enforceability of a loan made under the multi-year feature of the MPN.

#### ***Use of an endorser with the Direct PLUS MPN***

By completing a Direct PLUS MPN, a parent borrower authorizes ED to investigate the borrower's credit record for each loan received under the Direct PLUS MPN. If a parent is determined to have an adverse credit history and obtains an endorser for a Direct PLUS Loan, the Direct PLUS MPN that the parent completes becomes a "single-loan" promissory note. That is, no further Direct PLUS Loans may be made under that Direct PLUS MPN. If the parent later wants to receive another Direct PLUS Loan, he or she must complete a new Direct PLUS MPN. If a parent previously completed a Direct PLUS MPN that was used to make one or more earlier Direct PLUS Loans, but later obtains an endorser for a subsequent Direct PLUS Loan, the parent must complete a new Direct



PLUS MPN for that subsequent loan. No further loans may be made under the previously completed Direct PLUS MPN.

The Endorser Addendum for the Direct PLUS MPN shows the amount of the Direct PLUS Loan that the endorser has agreed to repay if the borrower does not repay the loan. The endorser is liable only for the specific loan that he or she has agreed to endorse. If a borrower obtains a Direct PLUS Loan with an endorser, the Direct PLUS Loan amount shown on the Endorser Addendum is the maximum amount that the school may disburse to the borrower for that loan. Any increase in the Direct PLUS Loan amount will require a new Direct PLUS MPN and Endorser Addendum.

#### ***Direct PLUS MPN expiration conditions***

The rules governing the expiration of the Direct PLUS MPN are the same as those for Direct Subsidized/Unsubsidized MPNs beginning with Release 2.0 or later of the COD System. That is, no subsequent loans may be made under a Direct PLUS MPN after the earliest of the following dates:

- The date ED or the school receives the borrower's written notice that no further loans may be made;
- One year after the date the borrower signs the MPN or the date ED receives the MPN, if no disbursements are made under the MPN; or
- Ten years after the date the borrower signs the MPN or the date ED receives the MPN (except that a remaining portion of a loan may be disbursed after this date).

If a borrower does not want to have further loans made under the multi-year feature of the MPN, he or she must notify either the school or the Direct Loan Servicing Center in writing. If the borrower later wants to receive another loan, a new MPN must be completed. However, any remaining disbursements of a loan made under the MPN prior to receipt of the borrower's notification may still be made.

For the two expiration provisions that may be based on either the date the borrower signs the MPN or the date ED receives the MPN, ED determines the expiration date based on the date ED receives the MPN.

#### ***Direct PLUS Loans Borrower's Rights and Responsibilities Statement***

The Direct PLUS Loans Borrower's Rights and Responsibilities Statement (BRR) provides additional and more detailed information about the terms and conditions of Direct PLUS Loans made under the Direct PLUS MPN. By completing a Direct PLUS MPN, the borrower agrees to the terms and conditions that are covered in the BRR. A copy of the BRR must be given to the borrower with the Direct PLUS MPN each time a Direct PLUS MPN is completed.

#### ***Direct PLUS Loans Plain Language Disclosure***

The Direct PLUS Loans Plain Language Disclosure (PLD) is essentially an abbreviated version of the BRR that must be given to the borrower in lieu of the BRR when the borrower receives a subsequent loan under a previously completed Direct PLUS MPN. The PLD summarizes the most important information covered in the BRR, and refers the borrower to the Direct PLUS MPN and BRR for complete loan terms and conditions. The PLD also explains any changes or additions to the loan terms and conditions that are stated on the Direct PLUS MPN and in the BRR.

***Direct PLUS Loans Disclosure Statement***

We are developing a Disclosure Statement for Direct PLUS Loans made under the Direct PLUS MPN that will provide the borrower with the same type of information as the existing Disclosure Statement for Direct Subsidized Loans and Direct Unsubsidized Loans. The Direct PLUS Loans Disclosure Statement will include information on the loan amount and anticipated disbursement dates, and must be provided to the parent borrower at or before the first disbursement of each Direct PLUS Loan made under the Direct PLUS MPN. When a Disclosure Statement is sent for a subsequent Direct PLUS Loan made under the Direct PLUS MPN, it must be accompanied by a copy of the PLD. We will provide more information on the Direct PLUS Loans Disclosure Statement in a future Direct Loan Bulletin.

**Ordering and printing the Direct PLUS MPN and related documents**

We will provide information on ordering and printing the Direct PLUS MPN and related documents in a separate Direct Loan Bulletin that will be issued shortly.

For more information about the operational business rules related to Direct Loan Master Promissory Notes, please refer to the 2003-2004 COD Technical Reference Volume II, Section 1 (Full Participants) or Volume IV, Section 1 (Phase-In Participants). Both references can be found on IFAP at [www.ifap.ed.gov](http://www.ifap.ed.gov) and the technical reference is available for download at [www.sfdownload.ed.gov](http://www.sfdownload.ed.gov). If you have any questions about this bulletin, please contact COD School Relations by phone at 800/848-0978 or by e-mail at [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com).

Thank you for your continued partnership in the Direct Loan Program.

Sincerely,

Jane Holman

Acting Director, Title IV Delivery

Schools Channel

IFAP: [www.ifap.ed.gov/dlbulletins/DLB0307.html](http://www.ifap.ed.gov/dlbulletins/DLB0307.html)

## ***IFAP - Dear Colleague Letter***

Publication Date: November 2002

DCL ID: GEN-02-10

Multi-Year Use of Master Promissory Notes by Schools

Posted on 11-29-2002

November 2002

GEN-02-10

G-02-341

L-02-235

Subject: Multi-Year Use of Master Promissory Notes by Schools

Summary: Most schools are approved for multi-year use of Master Promissory Notes in the FFEL and Direct Loan programs.

Date: November 2002

Dear Colleague:

The regulations that govern the use of the Master Promissory Note (MPN) in the Federal Family Education Loan (FFEL) and the Federal Direct Loan (Direct Loan) programs allow student and parent borrowers at most four-year colleges and graduate or professional schools to use the multi-year feature of an MPN [See 34 CFR 682.401(d)(4) and 685.402(f)]. Borrowers attending those schools may receive loans for subsequent academic years based upon a previously signed MPN and are not required to sign another note. The regulations also provide that the Secretary may approve multi-year use of the MPN for borrowers at other schools or preclude the use of the multi-year feature of an MPN at an otherwise eligible school, including a four-year or graduate school.

The limitations on the use of the multi-year feature of the MPN were originally designed to provide an opportunity for the Secretary to monitor the new process before deciding whether to expand its use. We now believe that it is appropriate to authorize borrowers at additional schools to use the multi-year feature of the MPN. Therefore, unless a school is specifically informed otherwise, all schools participating in the FFEL or Direct Loan programs that are located in the United States may allow their student borrowers (and parent borrowers under the soon to be released PLUS MPN [1]) to use the multi-year feature of the MPN. Borrowers attending foreign schools may not use the multi-year feature of the MPN unless the Department specifically informs the school that its borrowers may use the multi-year feature of the MPN.

Under this new policy guidance students who are attending schools that are not four-year colleges or graduate or professional schools (or their parents) are eligible to receive loans for subsequent academic years based upon a previously signed MPN (even if that MPN was signed by the borrower prior to the effective date of this policy change). We urge schools to make certain that their students are aware of this change to the loan application process and its implications for them as Federal student loan borrowers.

This new authority is effective beginning with –

- Any FFEL loan that is certified by a school on or after March 1, 2003, regardless of the period covered by the loan. We encourage FFEL lenders and guaranty agencies to inform schools when, and under what conditions, they will be able to implement this new authority.
- Any Direct Loan for the 2003-2004 year that is processed after the 2.0 Release of the Common Origination and Disbursement System. Specific implementation information will be provided in a forthcoming Direct Loan Bulletin.

Please note that institutions and lenders are not required to use the multi-year feature of the MPN. Under existing policy, a school that is eligible for multi-year use of the MPN may decide that it wants all or some of its borrowers to continue to complete and sign a new MPN each year. Similarly, a lender may require a borrower to sign a new MPN to receive a loan from that lender. Most importantly, individual borrowers always have the option of signing a new MPN.

Guidance on the use of the MPN in the FFEL and Direct Loan programs is included in the Student Financial Aid Handbook in Volume 8 (Direct Loan and FFEL Programs) beginning on page 8-37. Particular attention should be paid to the provisions relating to borrower confirmation and the expiration of an MPN for subsequent loans.

If you have any questions about multi-year use of the MPN, please contact the FSA Customer Service Call Center through any of the following means:

Via phone, Call Center staff members are available Monday through Friday between the hours of 9:00 AM and 5:00 PM (Eastern Time) at 1-800-433-7327. After hours calls will be accepted by an automated voice response system. Callers leaving their name and phone number will receive a return call the next business day.

Via FAX, inquiries should be sent to the Call Center at (202) 275-5532. Via e-mail, inquiries should be directed to the Call Center staff at [FSA.Customer.Support@ed.gov](mailto:FSA.Customer.Support@ed.gov).

Via the Schools Portal on the Internet, by going to [www.sfa4schools.sfa.ed.gov](http://www.sfa4schools.sfa.ed.gov) then clicking on the "Got a Question?" button.

Sincerely,

Jeffrey R. Andrade,

Deputy Assistant Secretary

Office of Postsecondary Education

[1] Additional guidance on the use of the new PLUS MPN will be provided shortly. In addition, we are currently working on an MPN for the Federal Perkins Loan Program. It is the Secretary's intent to approve all schools that participate in the Perkins Program for multi-year use of the new Perkins MPN. Specific guidance on the Perkins MPN implementation will be provided in a subsequent Dear Colleague Letter.

IFAP: [www.ifap.ed.gov/dpcletters/Gen0210.html](http://www.ifap.ed.gov/dpcletters/Gen0210.html)

## **Session 1**

### Changes to Direct Loan

#### In System Setup

- Source Entity ID (Entity ID of the physical sender of the Common Record—school or third party servicer)
- Third Party Servicer checkbox

#### In School Setup

- Reporting Entity ID (Entity ID of the school that sends and receives data for the campuses or students it serves—cannot be a third party servicer)
- Attended Entity ID (Entity ID of the school or campus where the student attends class—must either be equal to or have an established relationship with the Reporting Entity ID)
- Funding Method

#### In Tolerances Setup

- Document Activity



## **Session 2**

1. What are the Current SSN, Last Name, and Date of Birth on the COD System for this student?

**194-63-3796 McKinnel 10/15/1960**

2. Has the school made changes in EDEExpress that may affect the Student Identifier?

**Date of Birth on Demo Tab is 12/17/1962**

**DOB Change Date is populated (03/20/2003)**

**DOB at COD is 10/15/1960**

3. If so, why might those changes reject at COD?

**If the change to Date of Birth has not been accepted by CPS**

4. Which CPS Transaction Number was used to award the subsidized loan? Which was used to award the unsubsidized loan? Why might the two be different?

**Subsidized loan: 01 Unsubsidized loan: 02**

**Verification of Transaction 01 may have been the basis for the subsidized loan award, and then a change was made and a new ISIR was received before the unsubsidized loan was awarded.**

## Session 3

### Case 1 -- Participant Instructions and Corresponding Answers

At FSA Community College, you are approaching the first disbursement date for the first term of the year. You have identified a group of students with Edit Only disbursements that you need to record as actual disbursements. One of these students is Marcel Venturi, SSN **288-59-4787**.

Follow these steps to complete the activity:

- Open Marcel's record in EDEExpress.
  - Update the first disbursement for the subsidized loan to make it an actual disbursement. The disbursement date is 8/29/03.
  - Save the data.
1. What method did you use to record the actual disbursement? **Check the Disbursement Release Indicator box.**
  2. What did you notice about the 1<sup>st</sup> Edit Only disbursement once you saved your data? **The row becomes deactivated. No changes can be made to any of the associated fields once the DRI is checked. The DRI checkbox is grayed out.**

### Case 2 -- Participant Instructions and Corresponding Answers

You have determined that it is time to report an actual disbursement for the subsidized loan for Susie McKinnel, SSN **194-63-3796**. The date of the disbursement is 8/1/03 and the amount disbursed is actually \$1,000, less than the amount anticipated when the loan was created.

Follow these steps to complete the activity:

- Open Susie's record in EDEExpress.
  - Report the 1<sup>st</sup> disbursement date as 8/1/03.
  - Report the 1<sup>st</sup> disbursement gross amount as \$1,000.
  - Indicate that the disbursement is an actual disbursement.
  - Save the data.
1. What method did you use to record the disbursement? **Changed the Edit Only disbursement date to 08/01/2003, changed the Edit Only gross disbursement amount to \$1000, and checked the Disbursement Release Indicator box.**
  2. What did you notice about the 1<sup>st</sup> Edit Only disbursement? **The row becomes deactivated. No changes can be made to any of the associated fields once the DRI is checked. The DRI checkbox is grayed out.**

### Case 3 -- Participant Instructions and Corresponding Answers

Your office was notified by the Ecology Today Foundation on 8/1/03 that Brooke Bernini, SSN 115-97-4419, was awarded a scholarship. You need to reduce the amount of Brooke's subsidized loan from **\$2,625 to \$1,000**. You want all of Brooke's disbursements to be equal, so you must reduce the amount of the first actual disbursement, as well as the remaining Edit Only disbursements.

Follow these steps to complete the activity:

- Open Brooke's record in EDEExpress.
  - Adjust the first disbursement gross amount for the subsidized loan down to **\$250**.
  - Adjust the remaining Edit Only disbursements to **\$250**.
  - Save the data.
  - Change the Loan Amount Approved to **\$1,000**.
  - Save the data.
1. What method did you use to record the adjustment? **In action section of disbursement screen, selected disbursement number 1, type A (could have used N), date (07/09/2003) and amount \$250.**
  2. What date did you report as the Adjustment Date? **07/09/2003**
  3. What did you notice about the first Edit Only disbursement? **It did not change. Only sequence number 1 transactions will mirror the Edit Only data. Adjustments are not reflected in the Edit-Only Disbursements grid.**
  4. What did you notice about the remaining Edit Only disbursements? **They turned blue because the amounts were changed.**

## Session 5

### Scenario 1

It is 1/7/2004, and the Business Office at FSA University (G99999) has requested a list of students that are/were eligible to receive loan funds on or before 1/14/2004.

1. What report would you print in EDEExpress to provide the information requested by the Business Office?

**Edit-Only Disbursements list with Pending Actuals (this looks for DRI = false).**

2. What query and/or options in EDEExpress would allow you to filter the data on the report so that only students attending FSA University who are scheduled for disbursement on or before 1/14/2004 appear on the report (note that the database contains loans for 3 different schools)?

**Direct Loan School Code = G99999 is a query that can be created, or you can use the predefined School Code Range query. When using the query to print the Report, you must also specify the date range under Options. In this case, the date range end date would be 1/14/2004. It is recommended that the date range start date be a date that falls prior to any anticipated disbursement dates. That way, if a student becomes eligible (meets the requirements as per the query) after the anticipated disbursement date has passed, the loan(s) will appear on the list.**

3. Print the report. How much money is needed to fund all of the disbursements that appear? **\$47,997 net, but may vary depending on whether all previous exercises were completed successfully.**

4. Can you submit all of the disbursements that appear on the report to COD today, or must you wait? How did you determine this?

**Yes. Today is 1/7/04 and the latest disbursement on the list is 1/14/04. The school is Advance Pay and may report disbursements up to 7 days in advance.**

5. To print a similar report at your own institution, what criteria might you include in a query?

**Suggestions: Loan Status = A; MPN Status = S or M or T or A; PLUS Credit Status = A or C or E; Verification Status – Demo = blank or V or S; user-defined fields = ?; there may be others.**

6. Once you report actual disbursements in EDEExpress, how can you determine that all of the disbursements were entered accurately?

**Edit-Only Disbursements list with corresponding actuals (use query based on document ID if data was exported, or use the same query that you used when running the initial list); Actual Disbursement list using same query; Funded Disbursement list from COD; use DL Tools, enter drawdown amount, and run Cash Management Report.**

**Scenario 2**

It is near the end of the semester and a student comes into your office to inform you that his total disbursements are less than his loan amount approved. You take a look at his loan data in EDEExpress and find that he is correct. It occurs to you that there may be similar instances that you are not aware of. You would like to print a list to identify all loans that have not been fully disbursed.

1. Is there a list in EDEExpress that can provide you with this information? If so, which list(s) would you print? **The Loan Eligibility List; the Edit-Only Disbursements list with Corresponding and Pending Actuals.**
2. How is/are the list(s) useful in identifying loans that have not been fully disbursed? **The Loan Eligibility List includes the LAA and the Gross Disbursement Amount, so you can easily see if the amounts don't match. The Edit-Only Disbursements list identifies disbursements that have already been entered, as well as those that have not. Discrepancies between the Edit Only amount and the actual amount for a specific disbursement indicate that an adjustment was done.**
3. What are some scenarios that might result in the total disbursed amount being less than the LAA? **The student withdrew and remaining Edit Only disbursements were not canceled, LAA was not reduced; student did not meet school's criteria for disbursement (SAP, verification, MPN status, etc.); downward adjustments were made, but LAA was not reduced; data entry error (e.g., the school meant to enter \$1000 but entered \$100 instead).**
4. What are some suggestions for resolving the loans identified? **Reduce remaining Edit Only disbursements and LAA if additional disbursements will not be made; disburse remaining Edit Only disbursements by checking the DRI box, if additional disbursements should be made; add additional Edit Only disbursements and check the DRI box, if necessary; correct data entry errors – identify these loans when reconciling the loan detail with the amount listed on the students' records in the business office.**



### Scenario 3

You need to identify all the rejects that are present in the EDEExpress database and determine what action to take to resolve the issue. Identify rejects for all schools in the database.

3. Are any students with rejects included? Yes.
4. If so, identify their problem to resolve.

**Records included in the response file with actual disbursement rejects are 377-70-2499 and 603-93-6471.**

5. Print a list of loans with origination reject codes. **This list will provide five records: 223-77-5690 | 270-75-3134 | 288-59-4787 | 377-70-2499 | 603-93-6471.**

**Print a list of disbursements with reject codes. This includes two students from above: 377-70-2499 and 603-93-6471.**

6. Provide information for any queries that you used or developed to identify records.

**Two pre-defined queries are provided: Rejected Actual Disbursements and Rejected Origination Records. In addition, the Loan Origination Status and Disbursement Status parameter queries could have been used with Status E.**

7. Locate and consider a rejected origination record due to a Date of Birth that conflicts with COD data. What tools do you use to verify the DOB in each system? How would you make a correction to the DOB?

**A possible series of events that could lead to an origination record being rejected due to a DOB mismatch include:**

- Student completes FAFSA.
- School receives ISIR.
- Staff or student identifies DOB as incorrect and it is changed on Demo tab but not submitted as an ISIR correction.
- The school creates the loan using the correct DOB (as reported by the student to the school) stored on the Demo tab.
- COD matches data to eligibility file which includes original DOB in valid ISIR.
- Origination is rejected by COD.
- The school receives the new ISIR and re-submits the origination data.

**Possible tools to use include FAA Access to CPS Online. You can view the Person Detail information on the COD Website, if a record has been created.**

### Suggested Tools to Use

- Loans List – query by status
- Actual Disbursements List – query by status

## Business Practices Impact Worksheet

Review the following major changes pertaining to 2003-2004 Direct Loan processing and assess what impact, if any, these changes will have on your school's current business practices. Consider changes in work flow, staff responsibilities, and action items such as updating your Policy and Procedures Manual.

| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                                | Impact to Current Business Practices |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1       | <b>EDEExpress users become Full Participants</b> in the Common Origination and Disbursement (COD) Process and must notify COD and receive Entity ID: <ul style="list-style-type: none"> <li>• Contact the COD Schools Relations Center at:<br/>1-800-848-0978 (Direct Loan)</li> <li>• Or e-mail: <a href="mailto:CODSupport@acs-inc.com">CODSupport@acs-inc.com</a></li> </ul>                                       |                                      |
| 1       | <b>Change in terminology</b> pertaining to XML data: <ul style="list-style-type: none"> <li>• Batches are now Documents</li> <li>• Acknowledgements are now Responses</li> <li>• Originations are now Edit Only data</li> <li>• Anticipated disbursements are now Edit Only disbursements (DRI = false)</li> <li>• Actual disbursements are now represented by Disbursement Release Indicator (DRI) = true</li> </ul> |                                      |
| 1       | EDEExpress compiles student award data in a <b>Common Record</b> (in XML format) upon export; external imports and exports remain in fixed length ASCII file formats.                                                                                                                                                                                                                                                 |                                      |
| 1       | Use your <b>Routing Number</b> to submit COD records, which includes: <ul style="list-style-type: none"> <li>• Source Entity ID</li> <li>• Destination Entity ID</li> <li>• Reporting School Entity ID</li> <li>• Attended School Entity ID</li> </ul> Must add new IDs to new fields in DL Setup, communicate to staff, etc.                                                                                         |                                      |

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## Appendix H—Business Practices Impact

| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Impact to Current Business Practices |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 2       | <p>New <b>PLUS MPN</b> and PLUS Disclosure Statement.</p> <p><i>Important issues to consider:</i></p> <ul style="list-style-type: none"> <li>• Loan Amount Requested field removed from the loan record and the promissory note</li> <li>• EDEExpress will <u>not</u> assume an MPN exists ("T")</li> </ul>                                                                                                                                                                                                                                                              |                                      |
| 2       | <p><b>Multi-year functionality</b> available to most schools.</p> <p><i>Important issues to consider:</i></p> <ul style="list-style-type: none"> <li>• Must have "active" confirmation process for PLUS</li> <li>• Not available for PLUS borrowers with endorers</li> </ul>                                                                                                                                                                                                                                                                                             |                                      |
| 2       | <p>New <b>CPS Transaction Number</b> field added to Loans tab:</p> <ul style="list-style-type: none"> <li>• CPS match performed by COD when a Common Record contains: <ul style="list-style-type: none"> <li>– A new student with an award</li> <li>– A change to the Student Identifier (current SSN, current DOB, current Last Name; for DL, only SSN and DOB are matched)</li> <li>– A new award with a new CPS Transaction Number</li> </ul> </li> <li>• Not on PLUS records</li> <li>• See 03/04 COD Tech Ref, Vol. II, page II-1-52</li> </ul>                     |                                      |
| 2       | <p>New ability to track <b>Current SSN</b> in EDEExpress:</p> <ul style="list-style-type: none"> <li>• May open student record using Original or Current SSN</li> </ul> <p><i>Important issues to consider:</i></p> <ul style="list-style-type: none"> <li>• Original SSN is always used in Loan ID</li> <li>• Only Original SSN shows in Selection Criteria, Select Records when importing and exporting; Current SSN is shown when using Select Records to print reports</li> <li>• Current SSN will show on reports that have the option of sorting by SSN</li> </ul> |                                      |

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| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Impact to Current Business Practices |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 3       | <p>Setting <b>DRI = true</b> copies Edit Only (anticipated) information into Actual Disbursement Grid and represents entering an actual disbursement in the software.</p> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>Increased importance of anticipated information</li> </ul>                                                                                                                                                                                                            |                                      |
| 3       | <p><b>Disbursement transaction types D and U</b> are no longer available from within a student record.</p> <ul style="list-style-type: none"> <li>D and U still available in Multiple Entry but U now means "Update DRI to true"</li> </ul>                                                                                                                                                                                                                                                                                       |                                      |
| 3       | <p>When <b>entering an adjustment (A or N)</b>, enter the date of the corresponding disbursement, not the date of the adjustment.</p> <ul style="list-style-type: none"> <li>EDEExpress does not export an adjustment date that is different from the disbursement date, so COD only receives the disbursement date</li> <li>If you enter a different date from what COD receives, you will have date mismatch issues when running a Compare report in DL Tools (SAS will have one date, EDEExpress will have another)</li> </ul> |                                      |
| 3       | <p><b>Pushed Cash</b> schools must continue to have accepted MPNs before sending in actual disbursements, or the disbursements will reject. Cash will not be pushed until loan books.</p> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>Process must be in place to verify that valid MPN exists for each borrower</li> </ul>                                                                                                                                                                 |                                      |

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## Appendix H—Business Practices Impact

| Session | Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Impact to Current Business Practices |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 4       | <p><b>Exports</b> from EDEExpress to COD are now in one message class that combines all student award data (Edit Only, change, disbursement)—<b>COMRECIN.***</b></p> <ul style="list-style-type: none"> <li>Schools have the option of using queries or Selection Criteria for reporting DL Edit Only data separately from DL disbursements</li> <li>Schools also have option of combining all DL and Pell data that is ready to send</li> </ul> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>There is no way to prevent changes from being exported if the Edit Only data has been previously batched</li> </ul> |                                      |
| 4       | <p>COD returns a <b>Receipt</b> for each document submitted to confirm data was received in the correct format.</p> <ul style="list-style-type: none"> <li>Receipt will be recorded in Document Activity but will not update any data in the EDEExpress database</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |                                      |
| 4       | <p>All student award data is returned in one message class—<b>COMRECOP.***</b></p> <ul style="list-style-type: none"> <li>Includes Edit Only, disbursement and change data, as well as MPN acknowledgements, PLUS credit decision overrides, Booking Notifications, and Payment to Servicer notifications</li> </ul>                                                                                                                                                                                                                                                                                                                                   |                                      |
| 4       | <p><b>Import Edit reports</b> (produced by EDEExpress upon import) divide the XML response data blocks by Pell and DL transaction type.</p> <ul style="list-style-type: none"> <li>Can be saved to a file and e-mailed to various staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |

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| Session | Change                                                                                                                                                                                                                                                                                                                                    | Impact to Current Business Practices |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 5       | <p>Must sign up for access to COD Website.</p> <ul style="list-style-type: none"> <li>Refer to posting on IFAP for additional information<br/><a href="http://ifap.ed.gov/cod/0603SchoolUserID.html">http://ifap.ed.gov/cod/0603SchoolUserID.html</a></li> </ul>                                                                          |                                      |
| 5       | <p>With access to COD Website, users have ability to <b>enter data</b> (add and update records) via the COD Website.</p> <p><i>Important issue to consider:</i></p> <ul style="list-style-type: none"> <li>Version 9.1 of EDEExpress will not have ability to import acknowledgements from web-based activity ("WB" Responses)</li> </ul> |                                      |
| 5       | <p>With access to COD Website, users have ability to access <b>reports via COD Website</b> in PDF format (with some exceptions, e.g. the SAS and Rebuild files).</p> <ul style="list-style-type: none"> <li>Most reports may also be sent in flat file format via the SAIG</li> </ul>                                                     |                                      |
| General | <p><b>2003-2004 COD Technical Reference</b> available at <a href="http://fsadownload.ed.gov">http://fsadownload.ed.gov</a></p> <ul style="list-style-type: none"> <li>Includes Full Participant Implementation Guide, edit and reject codes, etc.</li> </ul>                                                                              |                                      |

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# Glossary

## **Actual Disbursement**

A disbursement record submitted to the COD System in order to request or substantiate funding. Full Participants submit actual disbursement data on the Common Record with a Disbursement Release Indicator (DRI) = true.

## **Attended Entity ID**

The Entity ID of the school or campus where the student attends class. It must be the same as the Reporting Entity ID—if the Reporting and Attended School are the same—or must have an established relationship with the Reporting Entity ID.

## **Common Origination and Disbursement (COD)**

A system and database that replaced the RFMS and DLOS systems beginning with Award Year 2002-2003. Combines the origination and disbursement processes for the Federal Pell Grant and Direct Loan Programs.

## **Common Origination and Disbursement (COD) Process**

The method used by Federal Student Aid Programs to report award and payment information for the Direct Loan and Pell Grant programs.

## **Common Record**

A data transport mechanism (message) used to exchange Federal Student Aid (FSA) data between Full Participants and ED. Written in XML, it can contain multiple entities, students, programs, awards, and disbursements.

## **CPS Transaction Number**

The transaction number of the eligible ISIR that is used to calculate a Direct Subsidized or Direct Unsubsidized Loan.

## **Disbursement**

Title IV program funds disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED, or
- Institution funds used before receiving Title IV program funds

## **Disbursement Release Indicator (DRI)**

Formerly known as the "Payment Trigger." Indicates whether or not a disbursement is ready to be funded. In EDEExpress, the Disbursement Release Indicator appears as a checkbox on the Disburse tab. A mark in the checkbox means that the DRI = true, and the disbursement is an Actual Disbursement. If the checkbox is clear, the DRI = false and the disbursement information is Edit Only.

**Document (formerly Batch)**

In the Pell and Direct Loan modules of EDEExpress, a group of data that are exported and sent to COD using the XML Common Record format.

**Document Activity (formerly Batch Activity)**

A grid showing all the documents that were imported to or exported from the school's EDEExpress database. A new feature for 2003-2004 is that when you browse through the Document Activity grid you see all Pell and DL documents.

**Document ID**

Document IDs replace Batch IDs for Direct Loan and Pell export and import files in EDEExpress. EDEExpress records the import and export of all documents in the Document Activity database and assigns a unique Document ID to each document. The Document ID is 30 characters in length. It has three main components: (1) the date and (2) time it was created and (3) the Source Entity ID that generated it.

**e-MPN**

A Master Promissory Note that a borrower can sign electronically (using a PIN) on the Web.

**Edit Only Disbursement Grid**

The upper portion of the disbursement screen in EDEExpress. "Anticipated" disbursement information is shown here.

**Edit Only Disbursement**

Formerly called anticipated disbursement. Calculated based on the loan amount approved and the disbursement profile in EDEExpress. An Edit Only disbursement contains disbursement data with DRI = false.

**Edit Only Record**

Formerly called Loan Origination Record. Contains information from the Demographic tab, the Loans tab, and the Edit Only Disbursement grid (DRI = false). Edit Only data is transmitted to COD in a Common Record document to establish a Direct Loan award on the COD System. Edit Only Records may originate an award, but are not intended to request or report funds.

**Endorser**

A person who signs a PLUS loan on behalf of the parent because the parent's credit check was declined. The endorser accepts full financial responsibility to pay back the PLUS loan if the parent does not do so.

**Entity ID**

A unique, randomly generated eight-digit number assigned to all postsecondary schools and third party servicers that participate in the Pell Grant and/or Direct Loan programs. It serves as a routing number that is associated with one or more of the following functions: source, destination, reporting or attended.

**Fixed Length Record**

Data record whose data elements are recognized based on their positions in the record layout. Requires that all data elements be populated for each submission. Pertains to data not in the Common Record format.

**Full Participant**

A school that uses the Common Record (XML) to submit Federal Pell Grant and/or Direct Loan data to COD. For the 2003-2004 award year, users of the EDEExpress software are Full Participants in the program(s) for which they use EDEExpress.

**Funding Method**

The method by which schools receive their Pell and Direct Loan funds. For the Direct Loan program, funding methods include Advance Pay, Pushed Cash, Cash Monitoring 1 (CM1), Cash Monitoring 2 (CM2) and Reimbursement.

**ISIR MPN Indicator**

An EDEExpress field that gets populated based on NSLDS history information. The field indicates if there's an active MPN on file at COD for a borrower.

**Master Promissory Note (MPN)**

A legal document that must be signed to obtain a Direct Loan. By signing, the borrower promises to repay the loan, with interest, in specified installments. The MPN also includes any information about the grace period, deferment or cancellation provisions, and the borrower's rights and responsibilities with respect to the loan. There are two types of MPNs: (1) Direct Subsidized/Unsubsidized MPN and (2) Direct PLUS MPN.

**Multi-Year Functionality**

A feature of the Master Promissory Note, which allows multiple Direct Loans for the same student/borrower to link to the same MPN. Beginning in the 2003-2004 award year, all Direct Loan schools are eligible to use the Multi-Year feature of the MPN. Once an MPN has been accepted and remains open, schools that choose to use this feature do not have to obtain a new MPN each academic year.

**Phase-In Participant**

A school that uses fixed length record layouts to submit Pell Grant and Direct Loan Program data to COD via the SAIG. Refer to the 2003-2004 COD Technical Reference for the defined record layouts.

**PLUS e-MPN**

A Master Promissory Note that a parent borrower can sign electronically (using a PIN) on the Web to cover loans for the borrower on behalf of a dependent child.

### **Receipt**

Notification sent from the COD System indicating the system has received a school's Common Record and that it is readable and complies with the XML schema.

### **Regenerate**

An EDEExpress function that creates a new copy of a previously exported document. EDEExpress saves the new copy under a new Document ID with a new filename extension. You can only regenerate Direct Loan and/or Pell documents that have a Document Status of **R** (rejected) or **blank** (no response received).

### **Reporting Entity ID**

The Entity ID of the school that sends and receives data for the campuses or students it serves. The Reporting Entity must be a school and cannot be a third party servicer. It must be the same as the Source Entity ID or must have an established relationship with the Source Entity ID and the TG Number.

### **Response**

Document returned after processing is complete (formerly called an acknowledgement). Contains updated information, including edit comments and rejects, where applicable.

- **Full Response:** Contains all the original tags sent by the school as well as the rejected data elements and reason codes.
- **Standard Response:** Contains information (reject codes and explanation) pertaining only to those elements that did not pass edits.

### **Single-Loan MPN Feature (PLUS Only)**

The limited use of a Master Promissory Note to cover a PLUS loan made to a parent borrower with an eligible endorser.

### **Single-Year MPN Feature**

The limited use of a Master Promissory Note to cover loans made within the same year for a particular borrower.

### **Source Entity ID**

The Entity ID of the physical sender of a Common Record document, which can be either a school or a third party servicer.

### **Student Identifier**

The COD Student Identifier composed of the student's current Social Security Number, current date of birth, and current last name. "Current" means the value stored in COD as of the date of the transmission. EDEExpress allows you to view the Student Identifier via a new dialog box called COD Accepted Student ID.



**Tag**

An element name that is used inside brackets to denote the beginning and end of content. For example, `<LastName>Jones</LastName>` uses the tag of LastName.

**XML (Extensible Markup Language)**

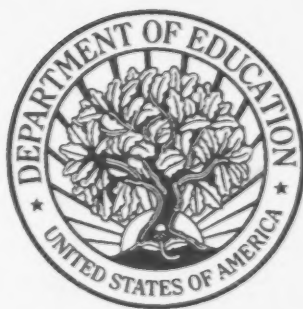
Language used to code the Common Record. Each Common Record consists of XML elements that have start tags, end tags and data in between. The start and end tags describe the data or value within the tags. For example, the following XML element is a `<LastName>` element with the value "Dunn."  
`<LastName>Dunn</LastName>`.

**XML Document**

An XML Document is a Common Record. This replaces Pell and DL batches from 2002-2003.

**XML Schema**

Specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.





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